



I.A.T.S.E. LOCAL 44 AFFILIATED PROPERTY CRAFTSPERSONS
I.A.T.S.E. LOCAL 729 MOTION PICTURE SET PAINTERS & SIGN WRITERS

SUPPLEMENTAL CRAFT SPECIFIC COVID-19 RETURN-TO-WORK PROTOCOLS
FOR THE CONSTRUCTION DEPARTMENT

This document is a supplement to the Labor/Management Task Force White Paper and Phase 2, prepared by Local 44 and Local 729, with craft specific protocols and best practice recommendations to assist Construction Department employees in implementing the Employer's COVID-19 workplace policies and practices to protect employee health during the COVID-19 pandemic.

The health and safety of employees should always be a Company priority but especially during this crisis. Together, all employees will individually and collectively benefit from following these guidelines. Therefore, please read these instructions carefully and ask questions if you do not completely understand what is being asked of you.

I. COMMUNICATION, PLANNING AND SCHEDULING

- A.** Communication is critical between the Construction Coordinator, other Department Heads, the Producer and UPM, with regard to scheduling that will allow for safe physical distancing.
- B.** Early in the planning stages of production, consider developing a multidepartment calendar that is accessible online and is updated as changes develop.
- C.** In an effort to address departmental conflicts early, share your department's internal schedule with production and all other departments - update as needed.
- D.** Lumber companies, equipment and material vendors, retail, and delivery services will have restricted access and slower than expected delivery times. Earlier start dates, more prep days, and additional trucking may be needed to prepare sets for shooting.

CONDUCT DAILY SAFETY MEETINGS & COMMUNICATION WITH OTHER DEPARTMENTS:

Prior to commencing work the Coordinator shall designate a representative such as, General, Stage, Craft, Location Foremen or Medic to conduct a brief safety meeting:

- A.** Ensure that any new employees are trained on the COVID-19 safety protocols contained herein and how they are specifically applied on the jobsite, i.e.:
 - i. Location of hand sanitizer or wash stations.
 - ii. Location of PPE.
 - iii. Location of Tool/Equipment Cleaning station.



- iv. Location of and procedure for checking out and returning “clean” tools and equipment.
 - v. Bring the crew’s attention to the signage that should be posted prominently with instructions on how to stop the spread of COVID-19, including hand hygiene and PPE instructions.
 - vi. Identify the production’s COVID-19 Officer contact information and notify the Construction Crew of any information or updates provided by the COVID-19 Officer.
- B.** Advise the crew and other Departments of the day’s activities for which they need to be prepared, i.e.:
- i. Ensure that everyone has sufficient PPE.
 - ii. Describe any possible interaction with other crafts or departments.
 - iii. Inform the crew of truck travel to locations, stages or mills so they can prepare their PPE.
 - iv. Review specific job site location considerations such as “off limits” or special consideration areas, as well as location of sanitation and eating areas, staggered breaks or eating necessities, etc.
- C.** Confirm that no crew members were knowingly in contact with anyone who has tested positive for COVID-19 or exhibiting COVID-19 symptoms.
- D.** Discuss the daily schedule and note any dressing, rigging, lighting, shooting, special effects or camera testing, any work by different departments that might cause overcrowding and need additional PPE or accommodations for physical distancing.

II. USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE) AND OBSERVE RECOMMENDED PHYSICAL DISTANCING PRACTICES

- A.** The Company must provide all necessary Personal Protective Equipment (PPE) as required, including face masks, face shields, sanitizing wipes, sanitizing spray, and latex or nitrile gloves (depending on work location).
- B.** Instruction on the proper use of gloves, fit testing of respirators, and the proper wearing, doffing, disposal, and sanitizing of PPE should be provided to all crew members.
- C.** All PPEs should be labeled with the individual employee’s name.
- D.** PPEs SHOULD NOT BE SHARED UNDER ANY CIRCUMSTANCES.
- E.** Cleaning and washing nose and mouth coverings (face masks), as well as face shields, will be the sole responsibility of each employee.
- F.** All PPEs must be maintained in good working order and accounted for at all times.
- G.** The CDC currently advises against use of surgical masks or N-95 respirators for COVID-19 protection by anyone other than healthcare workers and other medical first responders. However, N95 or particulate filtering facepiece respirators may be used as PPE for groups that normally use them routinely (e.g. painting, working with fiberglass and resins or other chemicals, sandblasting).
- H.** If your PPE is broken or needs to be replaced, notify your crew leader immediately.



- I. While on Company premises, employees are required to wear a nose and mouth covering (face mask). Exceptions to this guideline are:
 1. If working in an area where no other employees are present, you may work without a face mask, but you must have immediate access to your face mask so you can put it on should another employee enter your work area.
 2. If working closer than six feet (6') to other employees for any period of time, employees must wear a face mask AND a face shield.

III. PHYSICAL DISTANCING & EQUIPMENT DISINFECTING PRACTICES

Maintain all physical distancing practices as recommended by OSHA, including:

- A. Workers must maintain a 6' distance between individuals whenever possible and wear face shields when working or sharing space with others closer than 6' for more than a few seconds.
- B. All tools, plans, or equipment must be disinfected prior to use or transfer with an EPA approved agent found on the list at the following link:
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- C. Blueprints and drawings and samples should be copied for individual use or disinfected when transferred or shared.
- D. Whenever crew members must travel together in vehicles, nose and mouth coverings, face shields and gloves should be worn by all occupants of the vehicle for the duration of the trip to protect the driver's and each other's safety. To limit cross-contamination whenever possible crew members should maintain the same vehicle seat for the duration of the trip and for any return or subsequent transportation.
- E. The Tool Keeper, Paint Foreman, Plaster Foreman, Greens Foreman, and the Laborer(s) assigned to each Craft and Department must set up a Tool Dispensary and Used Tool Return Station at each Mill, Stage, Location or separate job site whenever communal tools and equipment are in use:
 1. All individual tools and equipment supplied by the Company should be signed out to individuals from the Tool Dispensary for their personal use only, using a tool sign-out sheet or by temporarily marking the tool with the recipient's name on a piece of tape.
 2. Individual tools then will be returned to a table or bench marked as the Tool Return Station where they must be disinfected prior to re-issue.
- F. Communally used tools and equipment such as Table Saws, Chop Saws, Drill Presses, Planers, Shapers, Router Tables, Bench mounted sanders and grinders, etc. must have a hand sanitizing station nearby and users must sanitize before and after use or use fresh latex gloves. This equipment should also receive a thorough disinfecting every hour by the Tool Keeper and/or Labor Department.
- G. Personal tools must not be shared unless disinfected prior to transfer to another worker.



- H. For situations where workers are working in close proximity and must share tools and materials, such as when working in aerial lifts or confined spaces, appropriate Personal Protective Equipment must be worn, and personal hygiene scrupulously observed.
- I. Shared workspaces such as Food and Water Areas, Plan Benches, Worktables, Water Supply, Expendables Area, Air Hose and Electrical Distribution, should receive a thorough disinfecting on an hourly or regular basis as practical and necessary.
- J. To avoid congregating in groups at the end of the work shift, personal paint brushes and other such items should be cleaned when jobs are completed throughout the day. There should be an appropriate amount of brush washing stations depending on the size of the crew to keep proper distance.

IV. HYGIENE – PERSONAL AND PROFESSIONAL RESPONSIBILITY

Maintain exceptional personal and professional hygiene practices, including:

- A. Washing hands with soap and water frequently throughout the day, and after each visit to the restroom.
- B. Use the Company provided hand sanitizing stations throughout the premises or carry personal hand sanitizer if you are frequently handling shared materials.
- C. Avoid touching your face, especially when using gloves or adjusting nose and mouth coverings or face shields.
- D. Clean all shared workspace surfaces with Company-provided sanitizing wipes/spray after use.
- E. Observe all equipment and tool cleaning protocols.
- F. Each employee must be respectful of fellow crew members by responsibly policing their personal behavior that might be infectious such as spitting seed shells, tobacco or expectorant into private containers, and disposing of such private containers considerately. Do not leave beverage or spit cups, tobacco products, bottles or other personal disposables on the back of set walls, the floor, or other common areas – Throw out your own Trash!
- G. Remove gloves correctly when used per the attached graphic:



V. SUGGESTIONS REGARDING REFRESHMENTS/BREAKS/COMMON AREAS

- A. Until the physical distancing restrictions are lifted, **DO NOT SHARE FOOD, BEVERAGES OR UTENSILS.**
- B. Maintain at least six feet (6') distance from co-workers when eating or drinking without a nose and mouth covering.
- C. A single use tissue, napkin or other barrier should be used when operating coffee, water, or other drink dispensers.
- D. Single use cups, utensils, and napkins should be provided in any break or craft service area.
- E. No communal access food, such as boxes of donuts, large containers of snacks such as pretzels, chips, candy or other food can be allowed. Only individually wrapped food items.

VI. MAINTAIN THE COMMITMENT TO INDIVIDUAL AND CREW SAFETY

All employees are expected to work together to maintain a clean, professional and safe working environment. To that end, employees are requested to do the following:

- A. If you do not feel well outside of work notify your crew leader and **PLEASE STAY HOME.** If you feel sick at any time once the workday has begun, alert your crew leader and the Medic immediately.
- B. Please direct any questions or concerns regarding these protocols or symptoms to crew leader or the Medic.



- C. Please also direct concerns regarding any employee who may not be abiding by these protocols to a crew leader. These reports must be handled anonymously and confidentially.
- D. Any employee found not to be in compliance with these guidelines should be issued a written warning. If the behavior continues, the crew member should be referred to Human Resources.