



I.A.T.S.E. LOCAL 44 AFFILIATED PROPERTY CRAFTSPERSONS

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

This document is a supplement to the Labor/Management Task Force White Paper and Phase 2, prepared by Local 44, with Craft Specific protocols and best practice recommendations to assist Property 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. SAFETY COMMUNICATION

The Property Master or their designee will provide to both regularly scheduled employees and incoming day players' all employer designated COVID-19 safety information as it pertains to their specific production, either in the form of a digital document or fixed posted notices. New employees may require additional time on the clock prior to reporting to set to review these site-specific protocols. Applicable to all productions, the following information is not limited to but should include the following:

- A.** Employer's protocols should the employee begin to exhibit symptoms of COVID-19 while on the job.
- B.** Employer's protocols should the employee witness another worker exhibit apparent symptoms of COVID-19 while on the job.
- C.** Location of hand sanitizer.
- D.** Location of PPE.
- E.** Location of washrooms or freestanding hand washing sites.
- F.** Location of appropriate waste receptacles.
- G.** The department specific, employer mandated handling and sanitizing of Properties within the Property Prep Area, gold rooms, truck(s) and rolling carts. See suggested protocols below.
- H.** Show-specific, employer mandated requirements for handling, sanitizing and chain of contact instructions for the handling of all props headed to the set. See suggested protocols below.
- I.** Employer's protocols for physical distancing on set and employer's determination for PPE, specifically as it relates to performers.



- J. A discussion or a prepared document that addresses any daily production specifics, i.e., studio to location work, food scenes, etc., and make sure appropriate protocols are in place.
- K. Employer's mealtime protocols.

II. USE OF APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE), OBSERVATION OF RECOMMENDED SOCIAL DISTANCING PRACTICES AND MAINTAINANCE OF PROPERTIES TO BE SANITIZED

- A. The employer must provide all necessary Personal Protective Equipment (PPE) as required, including face masks, face shields, sanitizing wipes, sanitizing spray, latex or nitrile gloves depending on work locations or latex allergies.
- B. Proper training for the donning, doffing and disposing of gloves, and the sanitization of face shields shall be provided by the employer.
- C. All PPE should be labeled with the individual employee's name, including disposable PPE. PPE SHOULD NOT BE SHARED UNDER ANY CIRCUMSTANCES.
- D. Cleaning and washing of personal, reusable face coverings and designated face shields shall be the sole responsibility of each employee.
- E. All PPE must be maintained in good working order and accounted for at all times.
- F. If the employee's PPE is broken or needs to be replaced, a replacement should be sought immediately.
- G. While on Company premises, given the proximity of Property workers in offices, gold rooms, trucks and sets, employer mandated PPE should be worn AT ALL TIMES.
- H. Property people shall be required to utilize employer protocols, with regard to physical distancing requirements, PPE and close contact engagement with other crewmembers and performers.
- I. Per employer protocols, Property people SHOULD NOT utilize high touch areas of other workers, landline phone receivers, computer keyboards, etc. Chronic high touch 'prop' areas, such as rolling carts, cast chairs, performer designated prop bins/pouches and performer personal props should be sanitized with regularity. Additional Property people may be required to maintain the sanitization of high touch environments and Properties on a daily basis. The Employer assumes the responsibility of cleaning workspaces nightly.
- J. Requirements for safe sanitization of Properties that can be easily cleaned shall be determined by the employer, using EPA criteria for appropriate disinfection products. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- K. Custom or fabricated props that cannot be subject to traditional cleaning methods will need to be quarantined for a period deemed safe as per applicable evolving determinations for transmission on surfaces. Schedules and production demands will need to be modified for these adjustments. Conversely, should other also evolving sanitizing methods be proven safe, i.e., foggers/misters, UV light, these methods may be applicable.



- L.** Under no circumstances shall Property people be responsible for or handle the personal items of performers, i.e., cell phones, computers, tablets, coffee cups, food, scripts, etc. Elimination of hanging storage pouches from cast chairs should be considered to reduce the possibility of personal items being left behind and/or accumulating contaminated waste.
- M.** Property staging areas, either on stage, or location, shall be distanced and/or enclosed from other crewmembers, visitors, or nearby personnel, to reduce the exposure of Properties from contamination by any source.
- N.** Production specific protocols should be considered for the chain of contact of 'hero' props, e.g., the creation of a color-coded 'clean'/'contaminated' storage bin system. Sanitized props will be brought to set in 'clean' storage bins and after use, be placed in 'contaminated' bins for cleaning. Single use gloves shall be considered to retrieve working hand props from any individual not in a position to wear the appropriate PPE, and disposed of immediately after use, to avoid cross contamination. Additional Property persons should be engaged to maintain sanitized Properties for both 'hero' props and all of the props used daily by background artists.
- O.** For consideration could be the live theater practice that for principal performers, 'personal' props could be collected and left on marked tables labeled with the performer's names, at set call and wrap under the real time supervision of the Assistant Property Master or designee, in the interest of physical distancing. This would be coordinated with the AD Department so Property people can monitor the pick up and drop off to preserve inventory. This practice could also be applied to background artists. This method will not always be feasible when certain props are engaged; police belts, unique fitted props, etc. but whenever possible, could be recommended. Tables should be wiped down multiple times a day.
- P.** When the production engages in ANY form of location work; studio to location, studio to location and back, location for a day or multiple days, or a full location production, production demands MUST BE MODIFIED for Property people to have adequate space, time and manpower to sanitize Properties handled by unprotected performers. This may mean a separate space, e.g., a pop-up tent or a room on the location for Props to be sanitized as they finish their work for the day, OR a rejiggering of schedules to accommodate sanitizing the following day OR a quarantine period. The health and safety of performers and the general public relies on the diligence of this work and it cannot be absorbed as a matter of course into already demanding work schedules for the Property Department.
- Q.** 'Show and Tells' shall be conducted using the appropriate PPE for close contact.
- R.** Handling, sanitization and maintenance of 'live' weapons for camera shall be performed in accordance with existing state and federal weapons safety protocols, by trained weapons handlers.
- S.** The preparation and handling of 'on camera' food shall be addressed in a separate protocol document. Employees engaged to prepare such food will be provided appropriate PPE, observe employer safety protocols and will abide by all county and federally mandated food safety guidelines.



III. COMMUNICATION, PLANNING AND SCHEDULING

- A. Early in the planning stages of production, consider developing a multidepartment calendar that is accessible online and updated as changes develop.
- B. In an effort to address and delegate departmental crossover points early and avoid 'on the day' issues, the interdepartmental calendar should be updated as routinely as possible.
- C. Prop houses, vendors, retail and parcel services will have restricted access and slower than expected delivery times. Schedules and manpower will have to be modified to accommodate these delays.
- D. Property people, who in the course of their work, will be co-mingling with the general public shall wear face coverings, observe all vendor safety protocols and maintain diligent hand hygiene.

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 for the recommended 20 seconds and after each visit to the restroom.
- B. Understand and utilize best practices of Employer training around hand hygiene and glove use, when dealing with items that have been frequently touched by others.
- C. Avoid touching one's face, especially when using gloves or adjusting nose and mouth coverings or face shields.
- D. Remove gloves correctly when used per the attached graphic:





V. MAINTAIN THE COMMITMENT TO THE SAFETY OF THE INDIVIDUAL, THE CREW AND THE GENERAL PUBLIC

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, PLEASE STAY HOME. If you feel sick at any time once the workday has begun, alert your Department Head, the Medic and/or dedicated COVID-19 monitor immediately.
- B.** Should you fall ill at the workplace, WITHOUT DIGRESSION, observe the employer-mandated protocols for this circumstance.
- C.** Should you have concerns regarding any employee who may not be abiding by safety protocols or who might be exhibiting symptoms of COVID-19, please report these concerns to your Department Head, the Medic and/or the dedicated COVID-19 monitor. 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 crewmember should be referred to Human Resources.