

## Music, Film, and Television Production Protocols: Appendix R

Effective as of Friday, June 12, 2020

The requirements below are specific to music, film and television productions now approved to reopen. Music, film, and television production protocols must be approved by Long Beach Special Events and Filming, the Fire Department, and the Health Department prior to issuance of a permit and operation. Additional measures to address conditions unique to the site/operations may be required by the City. At a minimum, productions are required to comply with the protocols in this appendix.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

**All businesses covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.**

**Business name:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

### LOCATION SCOUTING



- ◆  Location managers/assistants shall be required to wear cloth face coverings while scouting locations.
- When possible, location teams should pursue alternatives to in-person scouting, such as virtual options, photographs, and digital scouting.
- Tech and director scouting shall occur in small groups when possible. Production shall advise film

**TO REPORT A VIOLATION**  
**PLEASE CALL: (562) 570-2633 OR**  
**EMAIL: CETASKFORCE@LONGBEACH.GOV**

office when tech/director scouts are to occur.



## FILMING - PRIVATE/PUBLIC LOCATIONS

- Film permits shall be permitted on a case-by-case basis. Cast/crew size will be kept to a minimum and will be determined by the size of the location and scope of production.
- Base camps and crew parking shall be closed off to the public.
- Production to provide security to prevent public access.
- Production sets shall be closed off to the public.
- Production to provide security and/or the City may require City staffing to ensure the set is not accessible to the public.
- Production to administer temperature checks and/or symptom checks on all cast/crew at check-in (temperature checks and/or symptom checks MUST be part of the Production's Protocol implemented and submitted to the City).
- Cloth face coverings required on all crew/cast when they are around others or when six (6) feet distance cannot be maintained (talent and cast exempt only while filming). All crew/cast who have contact other crew/cast during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the crew/cast at all times during the workday when in contact or likely to come into contact with others. Crew/cast need not wear a cloth face covering when alone.
- Production shall be required to have sufficient sanitation/hand washing stations. Productions shall be required to maintain physical distancing where possible.
- Food handling (catering/craft services) required to follow Mobile Food Vendor Protocols (Appendix J).

## FILMING-RESIDENTIAL



- Residential filming will be permitted on a case-by-case basis. Cast/crew size will be kept to a minimum and will be determined by property lot size, setback, density, and proximity to neighbors, and scope of production.
- Posting no-parking in residential areas will be allowed in front of location property only.
- Base camps and crew parking shall be closed off to the public and be located outside of residential neighborhoods.
  - Production to provide security to prevent public access.
- Production sets shall be closed off to the public.
  - Production to provide security and/or the City may require City staffing to ensure the set is not accessible to the public.

**TO REPORT A VIOLATION  
PLEASE CALL: (562) 570-2633 OR  
EMAIL: CETASKFORCE@LONGBEACH.GOV**

- Production to administer temperature checks on all cast/crew at check-in (temperature checks MUST be part of Safety/Sanitation Plan).
- Cloth face coverings required on all crew/cast when they are around others or when six (6) feet distance cannot be maintained (talent and cast exempt only while filming). All crew/cast who have contact other crew/cast during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the crew/cast at all times during the workday when in contact or likely to come into contact with others. Crew/cast need not wear a cloth face covering when alone.
- Production shall be required to have sufficient sanitation/hand washing stations.
- Productions shall be required to maintain physical distancing where possible.
- Food handling (catering/craft services) required to follow Mobile Food Vendor Protocols (Appendix J).



## FILMING - ON SET

- Signage required stating face coverings must be worn and hands must be washed/sanitized frequently.
- 6-foot physical distancing (where possible).
- Sets shall be closed to the public and/or non-essential cast/crew members.



## SAFETY/SANITATION PLAN SHALL BE REQUIRED FOR ALL LOCATIONS

- Symptom and/or temperature checks shall be administered by production at check-in.
- Handwashing facilities with running water, soap and paper towels must be made available (dispensed using a non-touch system, where possible).
- Handwashing facilities/sanitation equipment shall be kept clean and well-stocked.
- Stations with alcohol-based hand rub ("hand sanitizer") with at least 60% alcohol shall be strategically placed around work areas and readily accessible, stocked and maintained.
- High-touch surfaces shall be wiped down frequently.
- Production will sanitize locations upon wrap using EPA-registered disinfecting methods and supplies with a claim against SARS-CoV-2.

**TO REPORT A VIOLATION  
PLEASE CALL: (562) 570-2633 OR  
EMAIL: CETASKFORCE@LONGBEACH.GOV**

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Date Last Revised:** \_\_\_\_\_

**TO REPORT A VIOLATION  
PLEASE CALL: (562) 570-2633 OR  
EMAIL: CETASKFORCE@LONGBEACH.GOV**