



COVID-19 Guidelines for Media Productions

Exposure prevention of COVID-19 and other flu-like viruses on location

The COVID-19 pandemic has presented us with an unprecedented situation that impacts our families, communities, businesses, and way of life. This document outlines how Kirchem Creative is approaching the situation. The following guidelines are based on the CDC and Opening America Again.

CDC Guidelines Best Practices On Set:

Kirchem Creative strives to make our footprint as small as possible on set utilizing only essential crew during production. We are following recommended COVID-19 safety protocols based on the [CDC](#) and [Opening Up America Again](#) guidelines. They include:

- Each crew member's temperature will be scanned prior to entering the filming site. Any crew member with a temperature exceeding 99.6 °F is not allowed on set.¹
- All crew members will wear a cloth face covering (mask).² Gloves are not recommended unless crew is handling food or disinfecting equipment.
- Crew will wash their hands each time they enter the site and periodically throughout the day. If soap and water are not readily available, hand sanitizer will be used.
- Crew will maintain social distancing of six feet with on-camera participants.
- Non-essential personnel and "Vulnerable Individuals"³ should be discouraged from visiting the set until your state hits Phase 3 of the [Opening America Again](#) guidelines.
- Equipment will be disinfected prior to each shoot.

Participant and Crew Personal Responsibilities:

All on-camera participants, set visitors, and crew members will need to take personal responsibility for the following:

- If you are feeling sick or have a temperature over 99.6, don't come in. You will be sent home by Kirchem Creative before your day starts.
- If you have been around someone who is sick "tested positive" with COVID-19 do not work unless it has been more than 14 days from your last contact.
- Practice good hygiene.
 - Washing your hands often with soap and water is the best! Hand sanitizer is a good substitute until you can get to soap and water. (Lotion is a plus to avoid dry/cracked hands.)
 - Avoid touching your face.

- Sneeze or cough into a tissue or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible, especially your personal equipment and property around you such as cell phones.
- Each cast and crew member should provide their own face covering and wear it at all practical times.
- Gloves are not recommended unless you are handling food or disinfecting equipment.
 - Poor glove practices result in a less sanitary site. Very few people are properly trained in proper glove practice. Good glove policy requires the wearer to change gloves every time a new item is handled and thus impractical on the set. In addition, there is a false sense of security with gloves. They protect the person wearing them at the time but increase the spread to everything and everyone else. Good handwashing is more than sufficient to stop the spread.

No site is 100% risk-free but the guidelines outlined in this document will help catch symptomatic people and protect against any asymptomatic ones. It is important to follow ALL the guidelines.

¹ **Vulnerable Individuals** are: 1) Elderly individuals 2) Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

² **Face Coverings:** Continue to adhere to state and local guidance as well as complementary CDC guidance, particularly with respect to face coverings.

³ **WHY 99.6°F ?** Normal body temperature ranges from 97.5°F to 99.5°F (36.4°C to 37.4°C). It tends to be lower in the morning and higher in the evening. Most healthcare providers consider a fever to be 100.4°F (38°C) or higher. A person with a temperature of 99.6°F to 100.3°F has a low-grade fever.