



FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Bill To:
PACIFIC PRODUCTION SERVICES
1481 E 4TH ST
LOS ANGELES, CALIFORNIA 90033

Permit Number	F00166752	Invoice Number	0236524
Production Company	INSTAMOUS PRODUCTIONS, LLC	Invoice Date	11/30/2020
Production Title	HE'S ALL THAT	Due Date	12/15/2020
		Customer Number	2000100

Fees	
Posting 1500	\$345.00
Notification Charge	\$346.00
FILMLA NON-REFUNDABLE FILM APPLICATION FEE	\$699.00
LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	\$2,318.00
LA CITY FIRE SAFETY OFFICER	\$6,649.00
LA CITY FIRE DEPARTMENT SPOT CHECK SURCHARGE	\$85.00
FILMLA MONITOR FEES	\$780.00
FILMLA MONITOR FEES OVERTIME	\$588.00
FILMLA MONITOR FEES - DOUBLE TIME	\$585.00
LA CITY DEPT OF REC AND PARKS BASECAMP ONLY USE FEE	\$1,800.00
LA CITY DEPT OF REC AND PARKS MONITOR REPORTING FEE	\$304.00
Total Permit Fee	\$14,499.00

Paid with Permit	Amount Paid	Check Number	Amount Due
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There are no payments recorded at this time.

Credit Terms: Net Payable 15 days
Make Check Payable to:
FilmL.A., Inc.
Attn: Accounts Receivable
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028

Please reference your Customer Number on your check. If you have any questions about this invoice, please contact FilmL.A. Accounting at (213) 977-8600. Thank you.
Reminder: A late charge of 1.5 % will be applied to all balances over 15 days



Summary Information

Permit No: F00166752

Type of Permit: FILMING

Release Date: 11/30/2020

Production Company INSTAMOUS PRODUCTIONS, LLC

Producer Michael Zampino

Insured Company Name INSTAMOUS PRODUCTIONS, LLC

Director Mark Waters

Contact Phone No. 1 310-881-9402

Contact Phone No. 2

Fax

Address 13402 BEACH AVE
MARINA DEL REY, California 90292

1st AD Stephen Hagan

Production Manager Dan Lawler

FilmL.A. Coordinator CJ Leavens

Production Title HE'S ALL THAT

Location Manager Dave Conway

Type of Production Feature

Primary Phone Mobile - 310-210-3331
Secondary Phone

Location Assistant N/A N/A

Primary Phone Mobile - 555-555-5555
Secondary Phone

Fees

Posting 1500 \$345.00

Total Permit Fee \$14,499.00

Notification Charge \$346.00

Number of Locations 2

FILMLA NON-REFUNDABLE FILM APPLICATION FEE \$699.00

LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE \$2,318.00

LA CITY FIRE SAFETY OFFICER \$6,649.00

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Summary Information

Location

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Permit Number F00166752
Production Company INSTAMOUS PRODUCTIONS, LLC
Insured Company INSTAMOUS PRODUCTIONS, LLC
Production Title HE'S ALL THAT

Location Manager Dave Conway
Primary Phone Mobile - 310-210-3331
Secondary Phone

Location Address 800 N Alameda St, Los Angeles, CA, 90012

Location Name UNION STATION

Location Type Train Station

Location Description *This information is for historical reference only. Please access GIS for up-to-date information. PLEASE CONTACT Tommy Nierman, tnierman@hollywoodlocations.com Cell #213-725-6828

Film Dates 12/1/2020 - 12/1/2020 05:00 - 20:00 1 day

Open or Closed to the Public Closed

Generic Conditions *** MUST COMPLY WITH ATTACHED REOPENING PROTOCOL FOR MUSIC, TELEVISION AND FILM PRODUCTION: APPENDIX J EFFECTIVE AS OF FRIDAY, JUNE 12, 2020.***
THE CONSUMPTION OF ALCOHOLIC BEVERAGES AND THE USE OF DRUGS, INCLUDING MARIJUANA, ON LOCATION BY ANY CAST, CREW, OR INVITED GUESTS IS STRICTLY PROHIBITED.
*Certain service and personnel fees required by jurisdictional agencies are not collected by FilmL.A. Any such fees must be paid directly to the appropriate agency, and a separate invoice will be provided to the permittee.
*LAFD UFSO: Company must contact FilmL.A. for extension of the Uniformed Fire Safety Officers' hours. During normal business hours, UFSO must also inform the LAFD Film desk of the extension.
All vehicles must be parked on private property
Community Survey Obtained
Must comply with attached conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity.
No interference with vehicular or pedestrian traffic
No stopping or setting up in front of merchants or residents without prior approval

Please see attached document INSTAMOUS PRODUCTIONS LLC david dave conway 11.11.2020.pdf

Equipment on Location	Type	Quantity	Personnel on Location	Type	Quantity
	5 or 10 ton trucks	4		Cast	2
	Cast/Crew vehicles	80		Crew	90
	Cube Trucks	4		Extras	80
	Generator	1		LA City UFSO assigned	47796
	Stakebed Trucks	2			
	Trailers	6			
	Vans	4			

Filming Activities Equipment on property; Exterior establishing shots; Interior Dialogue;

Jurisdiction Political: Los Angeles City - Council District 14

Police: Los Angeles Police Department

Fire: Los Angeles City

Thomas Guide Page: 634

Grid: G3



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Location Manager Dave Conway
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Secondary Phone

Approvals LOS ANGELES CITY POLICE DEPARTMENT
LOS ANGELES CITY FIRE DEPARTMENT - FILM UNIT

Vincent Aguirre
Jabari Jumaane

Coordinator Note Person Responsible for Covid-19 Compliance: Bobby C King
Phone: 323-864-9876 bobbycking@gmail.com
Person Responsible for Covid-19 Compliance: Peter Oh
Phone: 310-499-6603
Person Responsible for Covid-19 Compliance: Jonathan Park
Phone: 213-503-1703 or jona.park@gmail.com

Coordinator Note UFSO required 12/1 0500-2000 (15 hours)

Parking **Base Camp** 815 E 1st St, Los Angeles, CA, 90012
Location Type :
Other Location

Crew Parking 815 E 1st St, Los Angeles, CA, 90012
Location Type :
Other Location



**APPOINTMENT OF
PACIFIC PRODUCTION SERVICES, INC. AS
AUTHORIZED AGENT AND REPRESENTATIVE**



I certify that I am a representative of Instamous Productions, LLC (Principal) and am authorized to enter into binding contractual agreements on Principal's behalf provided Principal has pre-approved such agreements. I further certify that I am authorized by Principal to appoint other representatives and agents for Principal and to give such representatives and agents authority to enter into and bind Principal to agreements relating to the issuance and compliance with location film (e.g. theatrical, television, commercial, and other motion picture filming) and still photographic permits, including the permits themselves and any riders to such permits. Acting on the behalf of Principal in my capacity as its authorized representative, I appoint **Pacific Production Services, Inc.** and its employees and agents as Principal's authorized representatives and agents to apply for and receive location film (e.g. theatrical, television, commercial, and other motion picture filming) and still photographic permits on behalf of Principal through FilmLA for any city, county or other jurisdiction that FilmLA contracts with, in accordance with Principal's instructions, to negotiate, discuss, accept, modify, agree to bind the Principal to the terms and conditions of such permits (including any restrictions and/or community guidelines applicable to any such permit) and to execute such permits on behalf of Principal. Principal understands, acknowledges and agrees that it (and/or its insurer) remains responsible and liable for any and all obligations imposed by or incidental to any permit or rider issued to Principal signed by an employee or agent of (including any coordinator, runner or messenger used by) **Pacific Production Services, Inc.** Principal further agrees to comply with the terms and conditions of any such permits and hereby appoints **Pacific Production Services, Inc.** as an authorized representative to facilitate compliance with such terms and conditions following issuance of such permits and to enter into agreements for Principal with respect thereto. Any person, city, agency, entity or organization (including FilmLA and any city, county or other jurisdiction that FilmLA contracts with) may rely on this appointment and not need obtain any further authorization for any act described herein. An original or electronic copy of this appointment shall be sufficient and may be treated as an original for all purposes. The appointment may be revoked by Principal at any time in writing delivered to FilmLA, but in any case shall expire one (1) year from the date of execution set forth below.

I declare under penalty of perjury under the laws of the State of California that I am authorized to appoint **Pacific Production Service, Inc.** as an agent for Principal and based on that authority I hereby appoint **Pacific Production Services, Inc.** as Principal's agent as set forth herein.

DATED 11/11/20

BY 

REPRESENTATIVE'S SIGNATURE

Instamous Productions, LLC

NAME OF "PRINCIPAL" (PRODUCTION COMPANY)

13402 Beach Ave

PRINCIPAL'S STREET ADDRESS

David Conway

PRINT PRINCIPAL REPRESENTATIVE NAME

Marina Del Rey, CA 90292

CITY, STATE, ZIP CODE

Location Manager

REPRESENTATIVE TITLE (I.E. UPM, LOC. MGR.)

310-210-3331

PRINCIPAL'S TELEPHONE NUMBER

FILMMAKERS' CODE OF PROFESSIONAL RESPONSIBILITY

TO OUR COMPANIES: Filming on location generally means utilizing property that is someone else's house, store, etc., or a public street, sidewalk or other facility. Production company personnel are guests in such places, and are obligated to conduct themselves as such, and treat the public and the location with courtesy. It should not be expected that everyone in the surrounding environment will alter their lives to accommodate the needs of film production. If we do not all work toward improving our relationship with the local communities in which we work, more production will leave Southern California, resulting in fewer jobs for all.

TO THE PUBLIC: If you find this production company is not adhering to the Filmmaker's Code of Professional Responsibility, please call FilmL.A. at 213-977-8600. If calling after normal business hours, you will still be able to report your concerns to a FilmL.A. staff member .

1

The Filmmaker's Code of Professional Responsibility will be attached to every permit, and must be shown to any member of the public who asks.

11

Noise levels should be kept as low as possible. Generators should be placed as far as practical from residential buildings. **Do not let engines run unnecessarily.**

2

Production companies arriving on location in or near a residential neighborhood should enter the area no earlier than the time stipulated on the permit, and park one by one, turning engines off as soon as possible. Cast and crew must observe designated parking areas.

12

All members of the production company should wear clothing that conforms to good taste and common sense. Shoes and shirts must be worn at all times.

3

When production passes that identify employees are issued, every crew member must wear the pass while at the location.

13

Crew members must not display signs, posters or pictures that do not reflect common sense and good taste.

4

Moving or towing vehicles is prohibited without the express permission of the municipal jurisdiction or the vehicle owner.

14

Cast and crew are to remain on or near the area that has been permitted. **Do not trespass onto a neighboring resident's or merchant's property.**

5

Production vehicles may not block driveways without the express permission of the municipal jurisdiction or the driveway owner.

15

Cast and crew must not bring guests or pets to the location, unless expressly authorized in advance by the production company.

6

Meals must be confined to the area designated in the location agreement or permit. Individuals must eat within the designated meal area. All trash must be disposed of properly upon completion of the meal.

16

Designated smoking areas must be observed, and cigarettes must always be extinguished in butt cans.

7

Removing, trimming and or cutting of vegetation or trees is prohibited unless approved by the owner, or in the case of parkway trees, the local municipality and the property owner.

17

Cast and crew must refrain from using lewd or offensive language within earshot of the general public.

8

All catering, crafts service, construction, strike and personal trash must be removed from the location.

18

Cast and crew vehicles parked on public streets must adhere to all legal requirements unless authorized by the film permit.

9

All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of the location, unless stipulated otherwise by the location agreement or the permit.

19

Parking is prohibited on both sides of public streets unless specifically authorized by the film permit.

10

When departing the location , all signs posted to direct the company to the location must be removed.

20

The company must comply with the provisions of the permit at all times.

Reopening Protocol for Music, Television and Film Production: Appendix J

Effective as of Friday, June 12, 2020

Recent Update:

8/18/20: Hired audience members need to be seated at least 6 feet apart and should wear face coverings. It is preferable that audiences are seated outdoors. Craft service dining should be conducted outdoors. Rehearsals that are not part of work associated with a specific production are not allowed (changes highlighted in yellow).

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow Music, Television and Film production to resume. The requirements below are specific to the Music, Television and Film industries which are permitted to re-open following the Health Officer Order of June 11, 2020.

In addition to any conditions imposed on the Music, Television and Film industries by the State, and agreements among labor and management, these types of businesses must also be in compliance with the conditions listed in this Checklist for the Music, Television and Film Industry.

Additional protocols relevant to areas of Music, Television and Film Production must also be followed:

- Restaurants and bars
- Retail Operations
- Office Spaces
- Warehouse and Manufacturing
- Construction

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavir us/> 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 guidance 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.

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER**



Business name: _____

Facility Address: _____

Date Posted: _____

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY)**

- Any employee who can carry out their work duties from home has been directed to do so.
- A workplace COVID-19 Compliance Officer (C19CO) or Officers has been designated. The C19CO is responsible for establishing and enforcing COVID-19 safety protocols, training staff on protocols, and monitoring compliance. If feasible, experts with experience in infection control are consulted in creating and reviewing infection control protocols for new Music, Television and Film productions, to revise established protocols, and generally provide consultation for the C19CO. The C19CO maintains, secures, and protects the privacy of any records created during their work. The C19CO should be on site whenever possible when production work is being performed, particularly during on-site or on-location filming. The C19CO supports:
 - Employee, vendor and visitor health check processes upon arrival at the workplace. Records must be kept private and secure at all times.
 - Management of complaints and suggestions for improving COVID-19 related procedures.
 - Protocol and workflow assessment for all work to assure physical distancing, infection control, and disinfection.
 - Procedures for an employee with signs compatible with COVID-19, and/or an employee who tests positive for COVID-19.
- Workplace provides all personal protective equipment (PPE) and infection prevention supplies needed on the job, including face coverings, hand sanitizer, disinfectants, and (when needed) gloves, mobile handwashing stations, and other equipment and supplies.
- All employees and visitors are required to wear cloth face coverings whenever they are in contact with others unless the production activity does not allow for the wearing of a face covering. These instances should be of short duration and with as much physical distancing as possible.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- All employees have been told not to come to work if they have symptoms consistent with COVID-19, have tested positive for COVID-19 or have been in contact with a case of COVID-19 and to follow DPH guidance for self-isolation or quarantine as applicable.
- Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government [programs](#) supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor's Executive [Order N-62-20](#).
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- For Television and Film production there is regular, periodic testing of the cast and crew on a given production to mitigate the risk of the spread of COVID-19, especially for those cast and crew that are

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER**



involved in high risk scenes requiring close contact without face coverings for extended periods of time. Where testing may not be feasible for one-time productions operating under a very short filming schedule (e.g. many commercials) or smaller music recording sessions, all work should be planned to eliminate close physical contact between cast, crew and performers as much as possible. Any and all testing programs are the responsibility of the employer and should benefit from the guidance of a medical professional.

- ❑ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer shall have a plan for response, following guidance required by Los Angeles County, to include:
 - Send the sick employee home immediately. If they have symptoms of serious illness such as trouble breathing, pressure or pain in the chest, bluish lips or they appear confused, call 911. They should speak with their physician about their symptoms and determine the need for testing for COVID-19.
 - The employee is not allowed to return until their fever has resolved without the use of fever reducing medications for at least 24 hours and their symptoms are improving, with a minimum absence of ten (10) days from the start of their symptoms.
 - An employee that tests positive for the SARS-CoV-2 virus but is not showing any symptoms, is not allowed to return until 10 days have passed starting from the date that the testing sample was collected.
 - Consider alternative work options like teleworking or other arrangements to work remotely if the employee can do so.
 - Perform a cleaning and disinfection of all areas touched by the ill or infected employee.
 - Identify any cast, crew or others that had close contact with the ill employee. See the quarantine guide (<http://ph.lacounty.gov/covidquarantine>) for definitions of close contacts and what they must do. The name of the ill employee must not be disclosed, and medical privacy must be maintained.
- ❑ The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. Note that a negative PCR test (test for genetic material on nasal/throat/saliva sample) only shows that there was no virus in the sample at the time of the test. Individuals that test negative must still complete their full 14 days of quarantine.
- ❑ If the producer, director, showrunner, owner, manager, or operator knows of three (3) or more cases of COVID-19 within the workplace within a span of 14 days the employer must report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.
- ❑ [Employee screenings](#) are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ❑ Employees (including staff, cast, crew, vendors, and clients) who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn, covering both the nose and mouth, by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.

- Employees are instructed to wash or replace their face coverings daily.
- All workstations are separated by at least six feet.
- Break rooms, restrooms, and other common areas are disinfected frequently, on the following schedule:
 - Distribution area _____
 - Make up/ Hair and Costume areas _____
 - Cast Green Rooms or trailers _____
 - Break rooms _____
 - Restrooms _____
 - Other _____
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms or other common areas such as background cast members' waiting rooms at all times.
- Employees are prohibited from eating or drinking anywhere other than in designated areas to assure that masks are worn consistently and correctly. Cast and crew must eat and drink at designated set areas with staggered schedules.
- Disinfectant and related supplies are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Employees are allowed frequent breaks to wash their hands.
- A copy of this protocol has been distributed to each employee.
- Each worker is assigned their own tools, equipment and defined workspace as much as possible. Sharing held items is minimized or eliminated.
- All shared equipment, microphones, and tools must be disinfected after each use.
- All shared clothing must be cleaned after each use.
- All wigs or other shared prosthetics must be disinfected after each use.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Training sessions on COVID-19 are provided and documented for all employees – including information about the virus and all required safety measures.
- If hired audience members are used indoors, they need to be seated such that they maintain physical distancing of at least 6 feet between each audience member and always wear a face covering. It is preferred that audiences be seated outdoors rather than indoors, whenever possible.
- Workers hired to serve as audience members are required to adhere to all other employee requirements.
- The date, time and participants in all production sessions should be recorded for later reference, in case anyone involved in the production becomes ill with signs of COVID-19 and/or tests positive.

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER**



- Optional—Describe other measures:
-

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- All new or re-starting productions and group recording sessions must have a written protocol before work begins to ensure physical distancing of six (6) feet or more between people throughout the production. It must ensure that:
- Only essential cast and crew should be on or near the set at any time.
 - Production or editing meetings should be limited to essential staff only and should be held in areas where physical distancing can be maintained.
 - Strategies may include breaking production participants into teams of the smallest size feasible, that access set or studio areas at different times with minimum overlap or intermingling.
 - All cast and musicians performing work in which they cannot wear a face covering (e.g. actors, wind and brass instrument players, singers) should strive for a minimum of 8 feet of social distancing during rehearsal or performance. Alternatively, wind and brass instrument musicians should be separated from others and from each other by plexiglass or other barriers.
- Where feasible, all workspaces shall have one directional traffic (separate entrances and exits) to prevent contact or crowding near doorways.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a six (6)-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to four (4) individuals or fewer at a time for any elevator that does not allow for six (6)-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- To ease elevator traffic, stairwells have been opened for “up” or “down” traffic with increased cleaning of stairwells.
- Furniture in lobbies and in employee break rooms, green rooms and trailers and other common areas is separated by at least six (6) feet to support physical distancing.
- All shop (props, costume, design, electrical equipment, etc.) and manufacturing locations on the lot work with clients on an appointment-only basis to prevent formation of lines or groups. Shopping is performed virtually as much as possible or is limited to one shopper at a time. Any printed catalogue of offerings should be single-use and assigned to the one client and not re-used. If a client must wait for an item, they should wait outside as much as possible.
- All staff, cast, crew, musicians, vendors, clients and other visitors have been instructed to maintain at least a six (6) feet distance from each other at all times, except when specific tasks require closer work.
- Rehearsals that are not part of work associated with a specific production are not allowed.**
- In offices, film and sound editing areas, employee workstations are separated by at least six (6) feet and common areas are configured to limit employee gatherings to ensure physical distancing of at least six (6) feet. A maximum capacity for each office, meeting room and floor should be established and posted.

C. GENERAL MEASURES FOR INFECTION CONTROL

- HVAC systems in all buildings are in good working order; to the maximum extent possible, ventilation

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has been increased in all spaces, including offices, recording areas, meeting rooms, stages, green rooms and trailers, and on-lot shops. The status of the HVAC system is assessed by on-location scouting.

- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas
- All contracts, scripts, music sheets, and any other documents that are normally shared are either distributed digitally, or are printed and individually assigned to cast, crew and musicians to avoid sharing.
- Before and after filming or recording sessions, group editing, or other meetings, frequently touched objects (e.g., tables, doorknobs or handles, printers, props, common equipment) are disinfected using EPA approved disinfectants. Such surfaces should be cleaned at least three times a day.
- Sets, production spaces, and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.
- All visitors are instructed that they must wear cloth face coverings over their nose and mouth at all times in the facility unless they are alone in a closed office. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- Cast that are minor children may be accompanied by up to two (2) adults such as a parent, guardian and/or educator. Children must stay with their parent or guardian and avoid touching any other person or any item that does not belong to them and remain masked, if age permits, when not on set.
- Symptom checks are conducted, consistent with employee screenings, before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the person has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- Hand sanitizer, tissues and trash cans are available to all cast, crew, musicians and staff at or near the entrance of the facility, throughout offices and recording studios, near a set and on location. Non touch trash receptacles are preferred.
- All payment portals, pens, and styluses are disinfected after each use by a different person.
- Props, costume and set materials that can be more easily disinfected are preferred.
- All cast and crew must wear a facial covering and must wash or sanitize hands before touching props, costumes, or set materials. During filming, cast may use these items without wearing a face covering.
- All props, costumes and set materials must be disinfected before first use on the set, and between uses by different actors.
- Where feasible, cast will bring their own props (e.g. cell phone) and costumes to avoid sharing.
- All trucks and other vehicles must be disinfected after each use.
-

D. MEASURES THAT COMMUNICATE TO STAFF, CAST, CREW, VISTORS, VENDORS AND CLIENTS

- A copy of this protocol is given to all people, in all roles, that enter the facility or the on-location set.

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
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- Signage is posted throughout the facility or set to convey the following information:
 - People ill with signs of COVID-19, or that have tested positive for the virus, are not permitted to enter.
 - People that are under quarantine after possible exposure to another person with possible or confirmed COVID-19, are not allowed to enter.
 - Facial covering requirements.
 - Capacity limits for specific meeting rooms, break rooms, dining areas, recording rooms, film sets, and vehicles, (posted on or just outside of the entrance to these locations).
 - Procedures for symptoms checks, temperature checks. (posted in check-in areas)
 - Contact information for the on-set COVID-19 Compliance Officer (C19CO).

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Measures are instituted to assure access for cast, crew and musicians who have mobility limitations and/or are at high risk in public spaces.

F. MUSIC PRODUCTION

In addition to complying with all other relevant sections of this protocol music production activities should also adhere to the list below:

- All sessions should be booked in advance with the expected number of participants recorded at booking to ensure that physical distancing can be maintained. A visitor log should be maintained with name and contact information of all participants.
- Individuals admitted to the studio at any particular time (including talent and crew) must be limited to essential personnel only. This includes artists, songwriters, photographers/videographers, and the people who can accompany them, must be strictly limited to essential personnel only.
- Sheet music and other paper materials should be passed out using gloves. Ideally, they should be for single use and not collected at the end of the session.
- Wherever feasible, everyone utilizing the studio should use their own equipment (including cameras, headsets, microphones, consoles), desks, phones, supplies, etc. If equipment must be shared, it should be sanitized between each use.
- Distance markers must be provided to indicate adequate social distancing. Microphones, consoles, and other equipment must be set up to facilitate social distancing.
- Those entering the studio must wear a cloth face covering over the nose and mouth whenever they are near others, especially in common areas including lounges, kitchens, bathrooms.
- All musicians and singers performing work in which they cannot wear a face covering (e.g. wind and brass instrument players, singers) should strive for a minimum of 8 feet of social distancing during rehearsal or performance. Alternatively, these individuals should be separated from others and from each other by plexiglass or other barriers.
- Talent must arrive with hair and makeup done if needed.
- Contractors should ideally accept tax forms and other collectively bargained forms (Cartage) digitally, or via mail.
- Copies of acknowledgement forms regarding studio policies and written notices will be placed, close

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to entrances.

- Forms should be sent electronically in advance to contingent workers and visitors for e-signature, if possible, to minimize physical contact at the studio.
- As much as feasible all financial transactions should be arranged in advance or following the session through contactless systems. Transactions or services that can be offered remotely should be moved on-line.

G. AUDITIONING SESSIONS

- Auditioning should be performed remotely, through tools such as videoconferencing, as much as possible.
- When in-person auditioning is used, the following are required:
 - Appointments must be used to prevent crowding. No open calls are allowed.
 - All attending the session are required to wear cloth face coverings; the person auditioning may remove their face covering for the audition if appropriate.
 - Single use printed scripts given to each participant, no sharing of scripts.
 - The individual auditioning must wait outdoors, and away from others for their appointment.
 - Multiple person auditions must maintain at least six (6) feet of distance between individuals.

H. SCENE RESTRICTIONS

- All cast shall wash or sanitize hands when beginning the filming of a scene and not touch their face during the filming session. Any crew that must interact with the set or cast must also wash or sanitize their hands at the beginning of filming and must wear a facial covering.
- Any work, including scenes, requiring cast or crew to be closer than six (6) feet must be as brief as possible and cast must be as silent as possible to avoid spreading droplets through talking. Scenes with direct prolonged physical contact between cast (intimate scenes, fight scenes) are discouraged at this time.
- Large crowd scenes should be avoided.
- All on location filming must adhere to operating hours between 7am and 10pm whenever feasible.

I. CRAFT SERVICES AND CATERING

- All actors and crew shall wash or sanitize hands before handling any food.
- No buffets allowed.
- No communal food or drink service (no coffee pot, no single service coffee maker).
- All food and drink must be single serving only.
- Craft service dining must be held outdoors.**
- Sit-down meals: either require eating in shifts, or seating areas large enough to allow for physical distancing of six (6) feet or more.

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- All additional Public Health Requirements related to food service must be followed.
- Any food brought by individuals should be labeled and may not be shared.
- Food and drinks may be consumed only in designated spaces to ensure that masks can be worn consistently and correctly.
- If water is served from water dispensers, then levers or buttons on the dispenser should be cleaned after each use. It is preferable that beverages are served in single use containers.

J. WARDROBE, HAIR & MAKEUP

- Hands-on assistance with these services should be limited only to cast that require it and cannot do it themselves.
- Actors and crew must wash or sanitize their hands before any hands-on styling or costume session, and wear cloth face coverings during sessions as much as possible. During the application of makeup, since a cloth face covering cannot be worn the actor should stay as silent as possible to avoid spreading droplets through talking.
- The date, time and crew in the session should be recorded for later reference, in case either the cast member or wardrobe/hair crew become ill with COVID-19.

K. LOCATION SCOUTING AND FILMING

- Scouting should be performed virtually or rely on existing site photographs where possible.
- Locations must be completely secure to prevent access by the public. Locations should be remote, fenced or otherwise well-secured from public access.
- Locations must have enough space to allow for physical distancing for all cast and crew holding and common areas, the video village, craft services/dining, and all other work areas.
- Location rental or access time must allow for the extra time needed for safe check-in to the site, and extra time for hand hygiene and repeated disinfection of surfaces.
- Outdoor or large open indoor spaces are inherently safer by virtue of the greater capacity to achieve physical distancing and/or ventilation. Small closed indoor spaces without proper ventilation should not be used.
- A workflow and COVID-19 safety protocol must be written before filming occurs and shared with all cast and crew on location.
- A listing of all cast and crew participating in the filming must be maintained in case there is a need to perform contact tracing in the event of an illness or positive viral test in cast or crew.
- Physical distancing of at least six (6) feet between people is required on all off-camera areas including the cast and crew holding and common areas, the video village, craft services/dining, and all other work areas. Provide additional areas, equipment (such as video village monitors) to allow for distancing.
- Only essential cast and crew should be on or near the set at any time and physical distancing must be maintained.
- If transportation is needed between filming sites, use a higher-capacity vehicle as much as possible to allow for six (6) feet of physical distancing as much as is feasible. Establish a passenger capacity number and post it on the side of the vehicle. If needed, provide more vehicle trips with fewer

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passengers per trip. Require facial coverings for all passengers (including cast) and driver, leave windows open, if possible, during the ride.

- All off-camera staff must wear facial covering throughout the workday.
- All cast and crew should stay on location during the workday, including all breaks.
- All on location filming must adhere to operating hours between 7am and 10pm whenever feasible.

L. FILM PERMITTING

- Productions that consist entirely of remote/virtual work and filming or recording, with no contact between cast, crew, and musicians, are safest and should be prioritized if possible.
- The production must meet all other requirements for ON LOCATION FILMING and SCENE RESTRICTIONS in this checklist.

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:
