

AtkaFilms.com COVID Safety Plan

ASSESSING THE RISKS/STATEMENT

Producers at Atka Films and any subsidiary of Atka Films will be taking the following precautions as recommended by WorkSafe BC with regards to the COVID 19 virus. This however does not remove all possibilities of exposure and Atka Films or its assignees do not take any responsibility of exposure or responsibility if a member contracts any virus that we have taken steps to prevent; as safety is everyones responsibility. But we do take responsibility to put in place measures to protect all team members whom work or volunteer on one of our projects to minimize exposure or to stop exposure completely. Upon entering the location of any production for Atka Films you agree to waive any and all rights to seeks financial injunction based on COVID 19. But are not limited to; as this also stands for any other viruses here now known(such as Hepatitis B) or will to be known. Atka Films and its assignees will provide all members all the tools that are available to us with reasonable access to us; to provide safety protocols based on the framework provided by WorkSafe BC. As per providing the tools that we are following from WorkSafe BC, we do not assume that all parties involved in a production are still comfortable within these precautions; if being the case that any party feels unsafe within these conditions, or feels unsafe doing any task whether be virus related or not; Atka Films and it's assignees will work hand in hand to address the situation to make sure there is a way to complete a task safely where there is comfort and confidence within that person where they feel safe enough to complete a task. And if a level of safety and trust cannot be found, then there will be no forced actions or repercussions to any person for not being able to complete a task; or refusing to complete a task. As there is always another way to complete something. We encourage all to express their thoughts and ask questions, as it is easier to solve a situation when more people are thinking about how to solve it. Remember:

Teamwork Makes the Dreamwork

Together Everyone Achieves More!

The following is the safety plan that will be followed on all productions:

SAFETY PLAN

SET ARRIVAL CHECKLIST

- Upon arriving to set, you MUST check in with the assigned Covid Assessor in order to be allowed in. You must be able to confirm or deny positively the following questions with an answer of "NO" to all questions, honestly; and have your temperature read below 100 in order to enter:

1) Have you had symptoms of COVID-19 within the last 10 days?(if so you will not be allowed to enter. please text your supervisor and let them know immediately before entering)

2) If you have travelled outside of Canada and have not isolated for 14 days after arrival back to Canada, you will not be allowed to enter. You will be asked to leave and isolate.

3) If you have been identified by Public Health as a close contact of someone with COVID-19 you will not be allowed to enter unless you have isolated for 10 days after you have been identified.

4) If you have been told to isolate by Public Health you will not be allowed to enter and must go back to isolation.

- You must have your temperature checked, if your temp is below 100 degrees you may enter; if you are over 100 you must wait 10 minutes and retest. If at that time you are over 100 you may not enter.

INJURIES/ILLNESS

- If you begin to feel ill or have injured yourself in any way you must inform a Producer of your symptoms. Such examples are: if you cut yourself, even if it is a small cut it must be mentioned to producers and a remedy will be found.

- If you are feeling unwell such a overheating, or light headed, or any signs of a viral infection such as difficulties breathing for example, this must also be brought to the attention of the Producers and First Aid. At which time a remedy will be found to see if you may continue or if you must seek further medical attention off site aside from the First Aid within the production.

- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic. Which will be available for view on locations.

MAINTAINING PHYSICAL DISTANCE

- Unless otherwise required or the situation is unavoidable please do your best to stay two arms length apart.
- Only those whom are officially onboard the production may be on Set or Location.

OCCUPANCY LIMITS

- The amount of people allowed into an area will be dictated by the amount of people required to complete a certain task, and no more. For example, if a set needs to be lite(or needs light), the Grip and Lighting departments will enter the Set and setup, they will then leave the set and allow the principal crew to enter such as the DOP and or Director to confirm the setup. If adjustments are needed, the Director will step out and the Grip/Lighting Crew will step in.
- A set occupancy sign will be posted.
- Occupancy is only for humans, as there will be no animals allowed on set unless they are assistance animals.

CLEANING AND HYGIENE CREW/CAST

- Wash your hands upon entering the location/set every time you enter the set from off site.
- Wash your hands with a full lather of soapy bubbles after using facilities
- The use of sanitized wipes and sanitizer to sterilize handles you touch will be provided.
- Wash your hands after a break.
- Sanitize your hands before and after eating and drinking.
- Avoiding touching your face.
- Wipe down any surfaces that you will be using regularly before use such as gaffing tape.
- Avoid sharing tools and equipment unless required.
- If wearing single use gloves, please change your gloves every 30 min.
- Do not remove your shoes upon entering set/location as you will be provided with shoe coverings.
- Please do not bring personal belongings to set unless strictly required, and please only leave those in the designated areas.

CLEANING AND HYGIENE FACILITIES

- Hand-cleaning facilities and products will be provided on site for all workers and will be ensured that the location is visible and easily accessible to all. On Set areas will have full sink with running water accessible with cleaning solution. While On Location will have sanitized wipes and liquid sanitizers available.

CLEANING PROTOCOL/TRAINING

- Every 30 minutes a member of the production will be selected to clean surfaces that have been regularly touched (common areas including washrooms, equipment, tools, common tables, desks, light switches, and door handles; but not limited to). Everyone will be taking part within this and sanitizing shifts will be assigned to everyone. As we are a small crew and safety is everyone's responsibility. Sanitized single use wipes will be provided by the production for this use along with spray bottle(s).
- All members will be given proper training once arriving to the production or beforehand on proper cleaning methods/steps.

SINGLE USE MATERIALS/PROTECTIVE EQUIPMENT

- In order to maintain hygiene the production will also provide single use meal items; cups, plates, beverages, meals, utensils, and in some cases single serve meals.
- To help maintain hygiene, **Masks, Sanitizer, Gloves, Disinfected Wipes**, and **Shoe Covers** will be provided for all team members free of any financial cost.
- Everyone will be required to wear **Shoe Covers** and **Masks** when inside a location unless either wise exempt; such as for performers in front of the camera. Once recording has finished a performer must put their mask on.
- Outside locations do not require mandatory protective equipment if Social Distancing is in place and followed by everyone.
- When putting on or taking off a mask, **ONLY** touch the ear loops and avoid touching any other surface of the mask.

ESSENTIAL WORKERS

WORK FROM HOME POLICY: Only those team members whom are required to be on set will be allowed to be on set. Such as for example, no Editors or any Post Production Team members or Media will be allowed on set. These workers will have to stay at home.

WORK ALONE POLICY: If a task can be completed by one person, then it must be completed by one person. Assistance will not be given just to speed up a process for the sake of speed or time; or curiosity. If for example the DOP is looking back at footage with the Director, then no one else may join just out of sheer curiosity.

- If needed the work schedule will be adjusted to maintain the minimal amount of people possible to complete any given scene/task.
- Flow of traffic will be utilized if required when space is limited where Social Distancing cannot be utilized.

RISK OF VIOLENCE/PREVENTION PROGRAM

- To avoid the potential for this occurrence of violence, there will be a full, clear and open discussion with all team members before Principal Photography starts. As people adapt to restrictions or modifications to the workplace we understand that this is not always any easy transition; which is why a meeting with all members will be held beforehand.
- Any unwarranted acts of Violence or Aggression will not be tolerated in any way. No prejudice will be tolerated whether be COVID related or not.
- An understanding of clear, calm communication will be established beforehand and will be expected to be followed.
- If any risks of violence and or aggression do occur, then each case by case basis will be dealt with in an appropriate manner as seen fit at the time; which includes but is not limited to removal of the person or persons causing the disturbance; either with or without force be other team members or by legal authority such as security officers.
- Before any decision of removal of a person may be made, discussion will first be held to try and solve the situation and to hear out and listen to everyone's thoughts, separately. We are wanting to hear statements of facts and the personal feelings and views of people. But hearing these we can address any situation and find a solution; if we have open and honest communication.
- Members will not be judged negatively on their actions as we know that everyone is doing the best they can and we are all multi-layered as people. Which is why we allow for a space where all thoughts may be shared even if those thoughts are not popular; but that is also the business we are in (creating thought provoking films which leads to discussion).

MONITORING

- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- All production members are asked to bring concerns of protocols to supervisors if they have any thoughts. If you identify a new area of concern or feel there is concern, or if it seems like something isn't working, take steps to tell your producer and or supervisor as soon as possible.
- Producers will make changes to policies and procedures as necessary.
- A full production meeting will occur each day before anything else occurs where all team and safety members will be identified to the entirety of the production team.
- When resolving safety issues all team members will be included in discussions.

FIRST AID

- There will be first aid personal on site whom will be identified at the beginning of each day.
- A place of refuge will be available for those that require it; this location will be identified at the beginning of each day.

CREWING/CASTING

- All team members have been brought on to the production with online meetings to minimize possible exposure.

DELIVERIES/PICKUPS

- Anything that needs to be brought to set by a third party will be left at a designated Drop off Area so as to avoid contact with the couriers.
- When pickup are needed, social distancing will be in place for our team members and team members should also abide by the measures in place by the third party company whom we are picking up from. Eg; if we are to rent equipment, then the rental company would have their own protocols as well. We are to follow those protocol aside from our own.
- When visiting production offices follow all additional measures required by those premises in order to enter their building; aside from maintaining our protocols.

CATERING/CRAFT

- The provincial health officer's order for Food and Liquor Service Premises restricts tables to **parties of six people**, and **requires 2 metres between patrons sitting at different tables**, and between patrons from different parties sitting at a bar or counter. Signs will be posted.
- Single serve meals will be provided to all production members to void possible cross contamination.
- No personal food or drink containers will be allowed at either catering or craft service.
- Designated eating/break areas will be pointed out.

TRANSPORTATION

- To minimize exposure if any, when travelling from one location to another all production members are asked to transport themselves unless otherwise approved by Producers.

EQUIPMENT

- Where possible, equipment should be assigned and kept with a specific department or working group. For example, only camera personnel should handle camera gear.
- Minimize the sharing of tools, equipment and products. Workers should wash or sanitize their hands before and after using shared tools.

PERSONAL SERVICES(makeup/hair/wardrobe/costumes)

- Makeup will only be utilized if there is special effects makeup that is required. There will be no makeup or hair artists within productions unless their trained specific skills are required; such as special effects makeup.
- If any personal services are on the production, then those stylists will be assigned to work only with specific performers for the duration of the production.
- Background Performers should come to set Camera Ready, as no makeup or costume touchups will be provided.

FILMING

- Alternate shot set-ups such as Long Shots with the use of Zoom/ Telephoto Lenses will be utilized to help with social distancing.
- Entry and Exit signage will be utilized if and when required.

CLOSE CONTACT AND INTIMATE SCENES

To minimize the risk of infection in close contact or intimate scenes (such as kissing, fighting, and stunt work that requires physical contact)

- We will eliminate close contact where practicable and only required for those specific performers who's character mandates that use of close contact performance.
- When possible, masks will be worn by performers if their face is not shown on camera, such as with over the shoulder shots.
- For intimate scenes involving kissing performers will be provided hydrogen peroxide-based oral rinse prior to filming and just prior to filming.

POST PRODUCTION

- Digital delivery methods will be used where possible.
- Occupancy limits for post-production work are held to only essential crew such as Lead Editors and Director.
- Mask will be required if social distancing cannot be utilized.

RESPONSIBILITIES/DUTIES OF INDIVIDUALS/TRANSPARENCY

THE FOLLOWING LEGAL POINTS ARE VERBATIM FROM WORKSAFE BC:

- Employers, workers, owners, prime contractors, and other people at the workplace all have a responsibility to prevent exposure to COVID-19 in the workplace.
- **Employers** are responsible for the health and safety of their workers, and all other workers at their workplace. They are responsible for completing and posting the COVID-19 Safety Plan and to train and educate everyone at the workplace of the contents of that plan. Employers are also responsible for having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.
- **Workers** are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at workplace. In the context of COVID-19, this means workers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. Workers are also responsible for reporting unsafe conditions to their employer, and following the procedures put in place by the employer to control the risks associated with COVID-19.
- The **owner** or the **prime contractor** is responsible for coordinating health and safety at a workplace where workers of two or more employers are working at the same time. This includes doing everything that can reasonably be done to establish and maintain a system or process to ensure compliance with WorkSafeBC laws and regulations generally, including ensuring an effective system to control the risks associated with COVID-19. In order to ensure that the risk of transmission of COVID-19 at a multiple-employer workplace is minimized, the prime contractor is expected to review and assess the COVID-19 safety plans of each employer at the workplace, and to develop and implement an overall plan to coordinate workplace safety and ensure compliance. A prime contractor who is an employer must also develop their own COVID-19 safety plan.

IF YOU HAVE A QUESTIONS OR CONCERNS

Workers and employers with questions or concerns about workplace exposure to the COVID-19 virus can call WorkSafeBC's Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE). You'll be able to speak to a prevention officer to get answers to your questions, and if required, a prevention officer will be assigned to assess the health and safety risk at your workplace.