



UNIT204 Production Services COVID-19 Tenant Protocols (As of May 28, 2020)

Introduction:

These protocols have been developed to facilitate the application of the current recommendations from various government, health, and industry agencies in connection with preventative measures in the workplace. This document is not intended to replace the standards required by third parties who may contract the tenants of UNIT204, nor is it a replacement for the need for individuals/companies to develop and administer their own safety protocols.

This document attempts to address some of the potential aspects and cannot address them all since, in several cases, the assessment must be made on a case-by-case basis depending on the type of work being done. If there is a conflict between these standards and this document, the government standards must prevail; however, protocols above the minimum government standards may also be required. This document does not in any way relieve those who lease space at UNIT204 of the responsibility of developing and administering their own protocols in relation to COVID-19, nor does it indicate that UNIT204 is liable for the actions of those who use spaces within or the services of UNIT204.

General Guidelines for All Tenants:

- All tenants must use the self-screening tool before entering/attending the premises (indoors or outdoors). <https://sharedhealthmb.ca/covid19/screening-tool>
- All visitors/non-tenants must complete and sign a paper copy screening tool before entering/attending the premises (indoor or outdoors). A copy of each signed screening tool must be provided to UNIT204.
- No person with COVID-19 symptoms will be allowed on the premises of UNIT204.
- Masks and/or face shields must be worn by all persons when in areas designated as common areas.
- It is understood that, for the moment, people having to isolate themselves and therefore are unable to be admitted are:
 - People who have traveled outside the country in the past 14 days
 - People in contact with someone with COVID-19
 - People diagnosed with COVID-19 or under investigation (awaiting diagnosis)
- Entry points into UNIT204 will be designated according to the space being used, with a single point of entry per tenant to be maintained.
- Waiting room management strategies will be in place. Visitors should call their UNIT204 contact and wait in their car until granted entry.



- Doors are to be kept locked at all times in order to monitor those attending UNIT204 and to ensure compliance of protocols.
- Those entering UNIT204 will be given information about physical distancing and other protocols as may be appropriate.
- No more than 25 people may gather in common areas (indoor and outdoor) and must maintain 2m physical distance.
- If a two-metre distance cannot be reliably maintained between individuals in the workplace:
 - Minimize these interactions to be as brief as possible.
 - Use barriers, where possible.
 - Increase ventilation, where possible.
 - Increase environmental cleaning and hand hygiene.
 - Consider cohorting workers into smaller work groups.
 - Consider using medical or non-medical masks (e.g., homemade cloth masks) during those interactions, depending on the setting.
 - Workers with direct public access can use medical masks if available. If medical masks are not available, non-medical masks can be used.
 - Where there is no direct public access, the above measures should be utilized to reduce risk and the number of workers they are exposed to. Non-medical masks can be used by the worker.
- All persons entering UNIT204 must sanitize hands upon entry.
- Hand sanitizer is to be available at all entrances and exits for public and staff use.
- Washrooms must be wiped down with sanitization wipes by the occupant after each use.
- No common food/beverages are to be served. Individual/single-serve portions may be used.
- Common-use items will not longer be available (i.e. dishes, cutlery, water coolers). Those wishing to use their own re-useable items must immediately wash and dry their items after use and store in a separate, personal space.
- An office has been set aside in which a person can self-isolate if they become ill or exhibit symptoms while at UNIT204.

Tenant/Client Responsibilities:

- Promote compliance with instructions given to employees/crew members who must isolate themselves by not allowing their attendance at UNIT204.
- Apply and enforce hand hygiene measures and respiratory etiquette by making the necessary equipment and supplies available in their leased space.
- Respect and ensure respect for social distancing measures.
- Ensure more frequent cleaning of places and object frequently affected (i.e. door handles, switches, keyboards, tools).



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- Comply with its legal obligations, in particular those contained in the Law on occupational health and safety.

Cleaning Guidelines:

Tenants are responsible for ensuring these guidelines are followed in their individual spaces.

- Ensure there is a routine in place for overall sanitation of the workplace.
- Sanitize shared surfaces, tools, and equipment before/after use as well as in between users.
- Remove any unnecessary high-touch surfaces or items that cannot be easily cleaned from common areas.
- Regularly clean workstations and objects that are touched frequently (i.e. doorknobs) with disinfectants. This includes regularly disinfecting electronic devices (such as phones, tablets, laptops) with an alcohol (70%) wipe.
- Use damp cleaning methods such as damp clean cloths, and/or a wet mop. Do not dust or sweep which can distribute virus droplets into the air.
- Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C).
- Limit the number of incoming deliveries to those that are deemed essential. When possible, leave deliveries (packages, boxes, and envelopes) unopened for a few days.

Film/Media Production Guidelines (as per Government of Manitoba, Phase 2)

Film productions may resume operations if they implement measure to ensure the cast, employees, and members of the public are reasonably able to maintain a separation of at least two metres from others, except for brief exchanges. These productions must adhere to all provincial and federal travel restrictions.

The following guidelines should be followed by film production crew and cast on set/location and in production offices.

- International and domestic travel continues to be restricted. Anyone entering Manitoba must self-isolate for 14 days, with certain exceptions. Visit Manitoba.ca/covid19/soe.html to review current public health orders. Self-isolation must be completed before attending the work site.
- As much as possible, offer virtual pre-production and/or virtual rehearsals. Limit the number of face-to-face interactions.
- According to Workplace Safety and Health legislation, employers have a responsibility to provide a safe workplace for their workers. Employers must designate a health and safety representative if they have 1- to 19 works, and a health and safety committee for a crew of 20 or more workers. Employers, representative, and committees should ensure all workers are following COVID-19 guidance recommendations.
- Consider how to adapt activities to place outdoors, when possible.
- Limit on-site visitors and other non-essential staff. Avoid contact and interactions with the general public.
- Individuals must use the self-screening tool daily before report on set/location or the production office, and must stay home when ill. Individuals at higher risk of serious may consider waiting to return on set/location.
- Maintain a single point of entry and discourage people from leaving/re-entering the premises. Hand hygiene stations should be placed at the entrance and strategically throughout the premises. All individuals should be directed to clean their hands upon entry and upon leaving the premises, as well as regularly throughout the day. Screen all individuals at the entry for symptoms using the screening posters or the online screening tool.
- Educate staff of physical distancing.
- Ensure cast and crew maintain a minimum two metre separation between individuals, except for brief exchanges.
- Minimize contact with the number of individuals involved in the production by creating working cohorts or teams that remain isolated from each other.
- Post signage indicating COVID-19 physical distancing protocols, along with floor markings, where cast or crew congregate.
- Minimize close contact with others (within two metres). When this is unavoidable and close contact is required, a non-medical mask (or medical mask, if available) should be work (e.g. hair,

make-up, camera). Minimizing the amount of time where close contact within two metres is absolutely required without personal protective equipment, such as during filming. Develop and implement strategies to rehearse with physical distancing or personal protective equipment.

- Providing meals on set/location must follow applicable restaurant guidelines. Buffet-style eating is prohibited. Congregating for meals should be avoided. Onsite snack bars, coffee bars, and other confectionery style refreshment counters should be closed.
- Shared equipment (such as props, camera equipment) must be cleaned/disinfected frequently and after each use (if it cannot be cleaned/disinfected between cast and crew, then it cannot be used). This can be done by the cast and crew, but a designated individual must ensure this is being done properly and consistently.
- Ensure enhanced cleaning of indoor facilities, particularly washrooms. All high-touch surface must be cleaned and sanitized with Health Canada approved disinfectant that kills viruses, including coronaviruses.
- Transportation required to and from sets/locations must follow applicable transportation guidelines.
- Guidelines for dressing rooms/washroom facilities include:
 - Encouraging individuals to shower at home and limit use of dressing area.
 - Minimizing in-person wardrobe fittings as much as possible and minimizing the number of staff attending in-person fittings.
 - Removing any common use items from dressing rooms.
 - Posting signage for guidance on shower area use to maintain physical distancing.
 - Modifying the use of dressing rooms to maintain physical distancing, including those involved in fittings.
 - Making a disinfectant spray or wipes available to participants to disinfect dressing room surfaces before and after use.
 - Ensuring enhanced and frequent cleaning and disinfection of dressing rooms.