

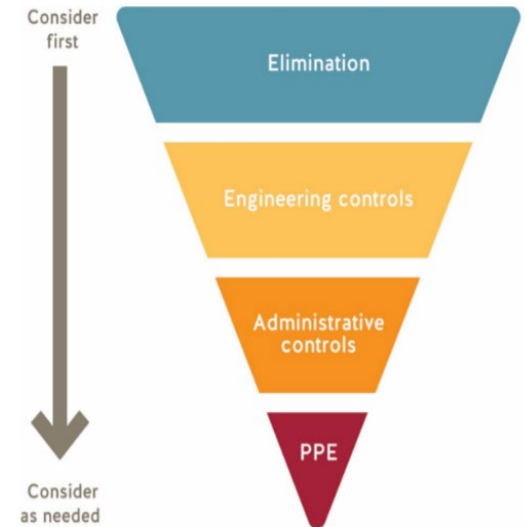


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the [BCIT COVID-19 Go-Forward Plan](#) for additional information.

CONTACT INFORMATION

Course/Program Name:	BCST 4120/Television and Video Production		
Proportion of program offered on campus:	<i>e.g., Program = total of 40 courses of which 7 courses have some 'on campus' activity</i>		
Start date:	1/4/2021	End date:	5/28/2021
Total # of students in program:	10 students in production group	Total # of employees:	NA
Anticipated # of students on campus daily when scheduled:	11 (including 1 talent)	Anticipated # of employees on campus daily when scheduled:	1 (Instructor - Rob Nason)
Completed by:	Name	Position	Date
	Amy Baek	Student Producer	1/3/2021
Replaces	RTC Safety Plan #:	NA	
	GFP Safety Plan #:	NA	



ROOM INFORMATION

<p>In this section, please identify all of the rooms that will be used by this returning program/course. NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.</p>			
Campus/ Building	Room Number <small>Floor Plans found here</small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
CARI	C-1107	Lab-Media	15 with barriers, 11 with distancing
CARI	1085, 1085A	Washrooms	1 in each washroom at a time

COVID-19 SAFETY PLAN ACADEMIC SPACES

RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining the need for students to be on campus. Your narrative should be focused on the practical elements of the program or activity that are critical to achieving learning outcomes, and why on campus components cannot be replicated in an online or alternative environment (e.g. student bringing learning equipment home).

The BCST 4120 course requires students to produce an original scripted project. The production group consisting of 10 students will adhere by the BCIT COVID-19 protocols as well as the “COVID-19 Safety Plan” that they have outlined exclusively for their production. As students are limited in terms of filming location, the CARI Campus Studio will provide a geographically convenient (close to SE 10 Broadcast Centre and Ops) and fully equipped opportunity for students to be able to create their projects without having to make too many compromises. Additionally, under supervision of an instructor, students are better able to fulfill their roles on set with more caution and responsibility.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

- Directions for completing a Safety Plan:**
1. First step read the [BCIT COVID-19 Go-Forward Plan](#) as the overall planning document, and use it to complete Steps 2-7.
 2. Use this checklist as a tool to assess COVID-19 control measure preparedness for students and employees and the spaces they will be using. Refer to the [BCIT COVID-19 Go-Forward Plan](#) for standardized safety guidelines and procedures.
 3. For each control measure, state the details. If the control measure is a ‘No’ or ‘NA’, please provide a brief explanation.
 4. The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca.
 5. Implement all the safety measures in this Safety Plan.
 6. The manager completes a site visit to ensure all control measures and safety supplies are in place.
 7. The manager signs the completed Safety Plan and submits it to returntocampus@bcit.ca for approval.
 8. Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.

COVID-19 SAFETY PLAN ACADEMIC SPACES

Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email ssemohs@bcit.ca.

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Plexi glass will be used to separate students and faculty (see layout)
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exception allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain):
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will wait outside the building until escorted to the studio. Everyone will wear a face mask and maintain the 2m physical distancing while waiting and walking to the studio.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs or arrows on the floor identifying directions.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit <u> 1 </u>
10.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? Occupancy Limit <u> </u> If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
11.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will only be 1 employee (instructor) in the workspace if required. Occupancy Limit <u> 1 </u> If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
13.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See floor plans.
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete a Facilities and Campus Development work requisition for assessment, as needed.
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) Signage is available @ BCIT online Inventory . Guidelines for posting signs are available on ShareSpace .					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Posted: Other signs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please list: One way directional signage in room, hallways and stairwells.
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
25.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How will compliance be checked: Completion checked by program instructors.
27.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedure for orientation found here . Student COVID-19 Orientation Checklist found here .
28.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completion tracked by Administrative Assistant.
29.	All employees have completed the online OHS New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New and Returning Employee Orientation Checklist found here . Each employee to save the checklist to their online OHS New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus.

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
30.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
31.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All supplies asked for prior to class and stocked at each workspace</i>
32.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor</i>
33.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:</i>
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One or more students may touch some filming equipment therefore before and after each use, the equipment will be sanitized.
35.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Explain: Identified sanitizers and wipes</i>
36.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will only be one group using the studio space at a given time.
37.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wipes and gloves are available.
38.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan:</i> <ul style="list-style-type: none"> • <i>Refer the student to the BC Centre for Disease Control</i> • <i>Notify the instructor(s)</i> • <i>The student will self-monitor from home, and not return to set until further notice (or negative test result is confirmed)</i>
39.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The health screen sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</i>
40.	There is a procedure in place if a student or employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the COVID-19 Pandemic Scenario Response Plan for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911.</i>
41.	There are procedures in place if a student or employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the COVID-19 Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols.</i>

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program is already operating under a cohort model.
43.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.					
44.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	List the ppe and tasks/activities it is required for, and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box): Each student will provide their own PPE (mask, face shield, etc.)
45.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As required.
46.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary . List PPE and tasks/activities required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box): Additional wipes and sanitizers already stocked and provided in studio.
47.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post applicable signs in a visible location if ppe required. Use the Student Orientation checklist to assist orientation/training by instructors. Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.
48.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
49.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. FCD work request number(s) to be generated. *Filming will take place from January 18th-20th, 2021* Work request #1456854
50.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning Standard Operating Procedures have been located here . What are the cleaning products/materials: Safecross – Isopropyl Rubbing Alcohol 70% USP Zogics – Wellness Center Wipes Avmor – EP66 Spray Disinfectant Sanitizer HealthCare Plus/Stevenes Alcohol Swab – Isopopyl Alcohol 70%

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
51.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Some areas find a ratio of 8:1, students to sink, effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks.</i>
52.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: <u>Washrooms_1085, 1085A</u> Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
53.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): <i>At the main front entrance</i> <i>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></i> <i>If No, describe: Sanitizer refilled by CARI campus facilities.</i>
54.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i>
55.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i>
57.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cleaning/sanitizing procedures for common touch points and shared items are posted e.g. shared machinery, equipment, tools, etc. Identify who will clean and how often (e.g. staff and/or students): After filming, everyone will take part in wiping down and sanitizing all points of common contact.</i>
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Who will clean:</i> <i>Where is the storage:</i>
59.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
60.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Associate Dean will conduct inspections once a week.</i>
61.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who conduct the audits and how often? Coordinator to conduct the Audit.</i>



COVID-19 SAFETY PLAN ACADEMIC SPACES

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name <i>Kevin Wainwright</i>	Position Associate Dean	Date January 4, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date January 12, 2021

REVISION APPROVAL *(if applicable)*

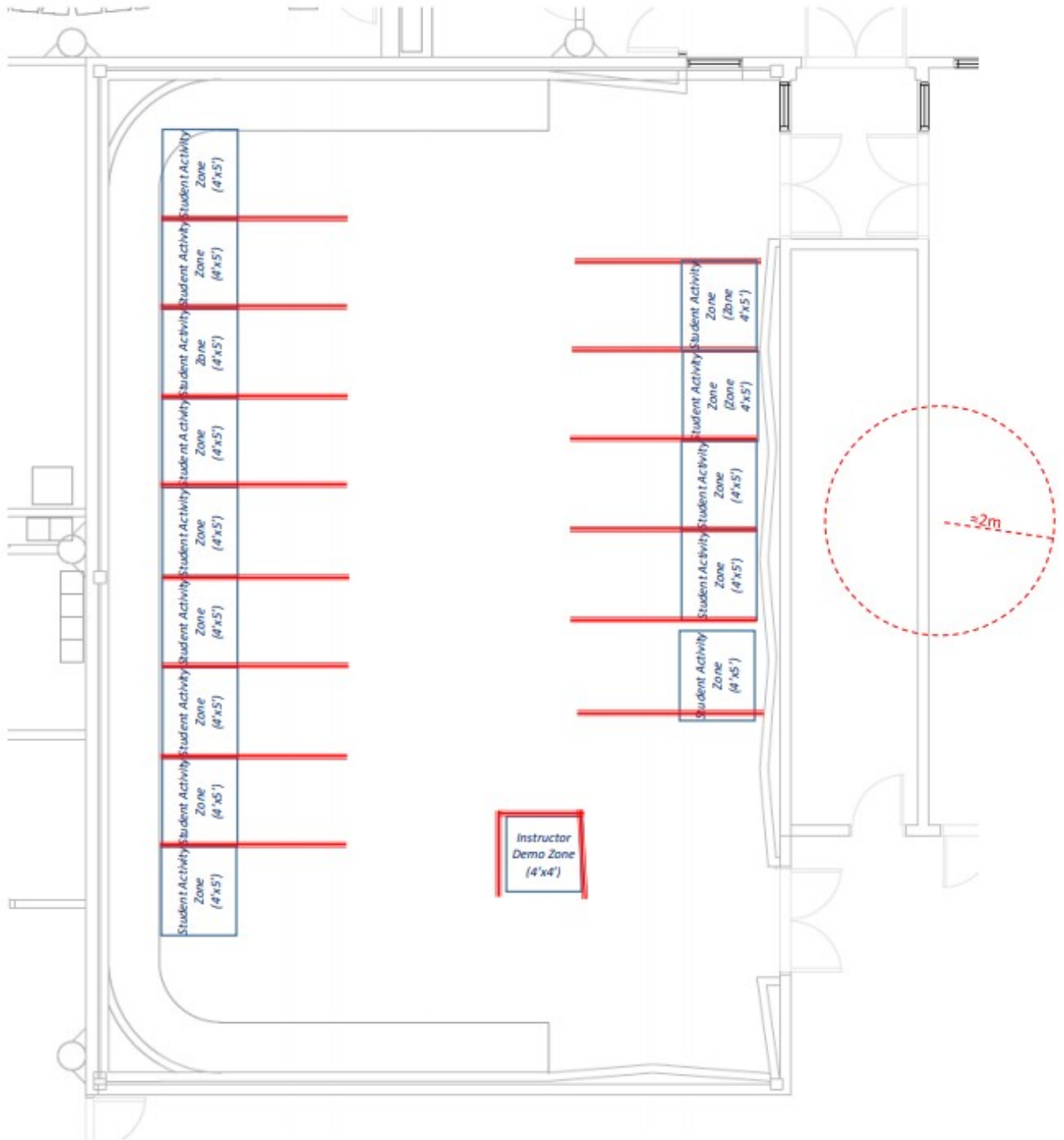
All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
EOC	Name	Position	Date



COVID-19 SAFETY PLAN ACADEMIC SPACES

Notes: With introduction of barriers, this lab could accommodate 14 students.

Legend: Barrier >2m



COVID-19 SAFETY PLAN ACADEMIC SPACES

CARI C-1107 Green Screen Studio Alternative

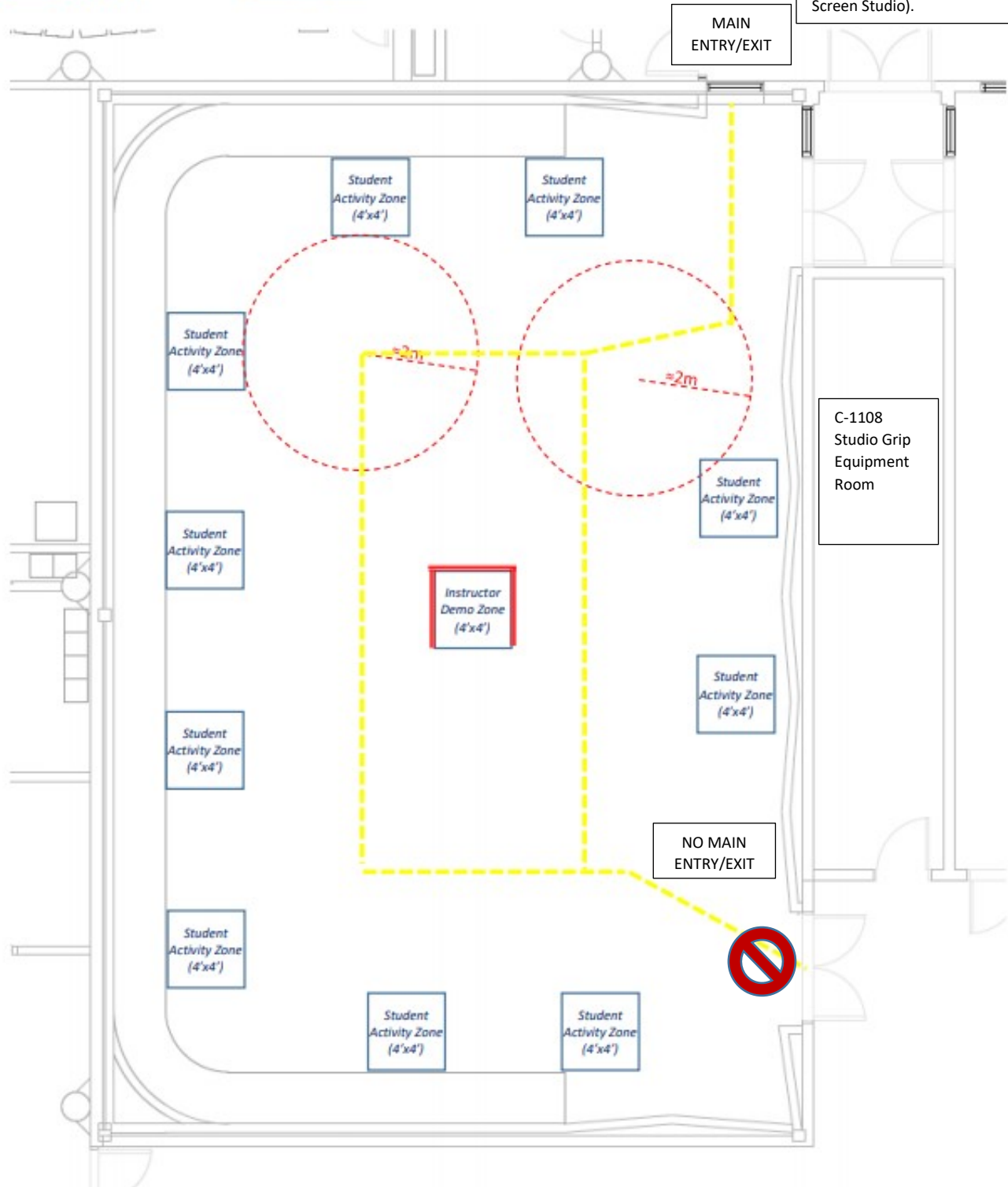
Notes: Without barriers between students, this lab could accommodate 10 students.

Legend:

Barrier

=2m

Note: The yellow dotted line indicates that students will be moving pieces of scenery between C-1107 and C-1108 (Studio Grip Equipment Room) prior to, during and at the completion of their filming in C-1107 (Studio 1 Green Screen Studio).





**COVID-19 SAFETY PLAN
ACADEMIC SPACES**

APPENDIX – Cadenza Productions Production Safety Plan

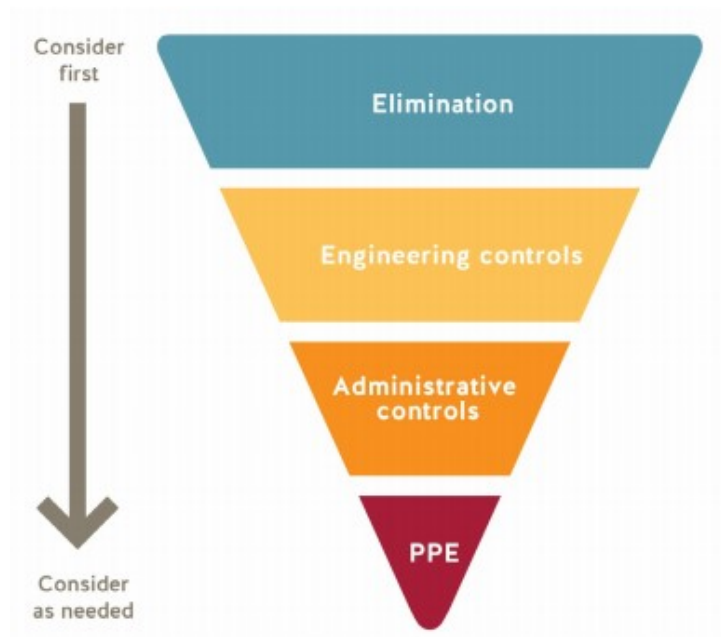


**“Butterscotch Pudding” Production
COVID-19 Safety Plan**

© Cadenza Productions 2021

**Producer: Amy Baek
baeksamy@gmail.com
778-926-1454**

Primary Protocol



1. Elimination

- Limiting the number of working crew to the minimum
- Preventing exposure to COVID-19 by working in core groups

2. Engineering controls

- Using barriers such as plexiglass to maintain distance
- Maintaining 2m apart from each other whenever possible

3. Administrative controls

- Avoiding shared equipment or tools
- Always wiping and sanitizing all used equipment after use
- Implementing strict guidelines and cleaning system for the crew
- Routine safety meeting led by producer and AD

4. PPE (Personal Protective Equipment)

- Masks are always mandatory regardless of time, location, duration of shoot, etc.
- Additional PPE is optional but not required

Filming

- Everyone must always wear a facial mask to cover up properly
- The cast may be exempt from wearing a mask during their interviews, but will resume wearing when they are not being filmed
- We will establish and announce occupancy limits accordingly prior to shoot days (based on location, cast’s comfortability, crew needed, etc.)



COVID-19 SAFETY PLAN ACADEMIC SPACES

- We will not be filming any scenes that involve skin-to-skin contact or breaking the 2m distance from one another
- All scenes will be individual interviews or establishing shots with 2m distance maintained from one another
- Hand sanitizers and alcoholic wipes for sanitization will be provided
- Any changes made to these plans will be updated and announced by the producer to ensure everyone is aware of what is to be expected

Location

The following information is subject to change and any subsequent details may be updated due to unforeseen circumstances.

Cast	Location	Use of Space	Supervising instructor	Date/Time
NA	CARI C-1107	Gear check & Setup	Rob Nason	Monday, January 18 th , 2021 Time: TBD
Gurdaur Duhre	CARI C-1107	Filming Interview & B-Roll	Rob Nason	Tuesday, January 19 th - Wednesday, January 20 th , 2021 Time: TBD

Craft services and Catering

- There is no food or drink provided by production during shoot days
- Call sheets will include information about nearby restaurants or cafes
- Consumption of food and drinks will be prohibited on set (exception: sealed water bottle or tumblers/travel mugs)

Transportation

- We are only filming in one location, therefore transportation in between locations is not applicable in our case

COVID-19 SAFETY PLAN ACADEMIC SPACES

- It is up to the crew and cast to decide their mode of transportation to set (CARI C-1107)
- Regardless of the modes of transportation, everyone is expected to wear masks when in public or in contact with others and take extra precautions

Equipment

- Everyone must wash and sanitize their hands before and after using shared tools (or use gloves for extra protection if needed)
- Equipment will be assigned and kept within each department or working group (i.e. we advise that only camera personnel should handle camera gear, etc.)
- Each department head will be responsible for wiping down and sanitizing all used and unused equipment before and after production
- Minimize sharing of equipment, tools, and products if possible (especially high-contact items such as headphones, viewfinder, etc.)
- At the end of the day, confirm with the AD that all equipment has indeed been sanitized before a formal wrap

Hair/Make-up/Wardrobe

- Cast will provide and prepare for their own hair, make-up, and costumes
- These elements are unimportant due to the nature of our production (documentary)

Props/Set Dec

- All props incorporated in production will be wiped down/sanitized before and after being placed on set or touched by cast
- Cast and crew will be aware of the props and set dec used in production prior to shooting days
- We will only have designated individuals make contact and take care of props and set dec if possible

Post Production

- Crew members involved in post production will either work from home on their own computers or at school in SE10 Room 250 (editing suite)
- They will confirm their location of work after filming takes place, so that we may have a better understanding of the post workflow and what would be most efficient
- Regardless of location, the number of people will not exceed 3 in one given workspace, and everyone will abide by all BCIT Covid-19 safety protocols mentioned above



COVID-19 SAFETY PLAN ACADEMIC SPACES

Guideline for Crew Occupancy

- In any case maximum occupancy will not exceed 12 on set (10 students + 1 supervising instructor + 1 cast)
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Contact the producer as soon as possible if...

1. You are showing symptoms of COVID-19 or feel ill otherwise
 2. You are uncomfortable with another individual's lack of safety implementation
 3. You are concerned about a certain production procedure
 4. You are unsure of how to interpret any of the aforementioned rules and guidelines of this production
 5. You need extra resources to feel safe regarding preventing COVID-19 during production
-

Producer Contact Information

Amy Baek

Phone: 778-926-1454

Email: baeksamy@gmail.com