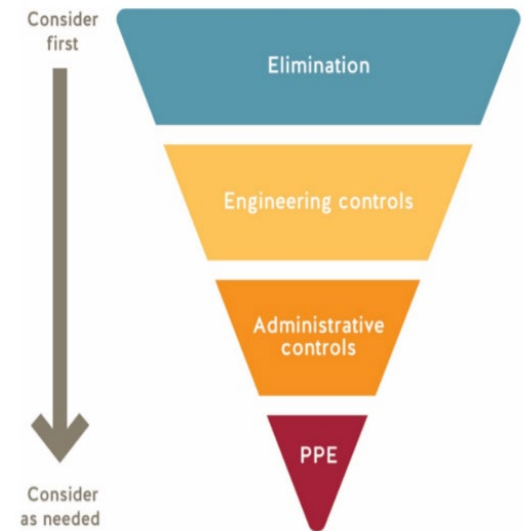


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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: | BCST4120 – Television and Video Production | | |
| Proportion of program offered on campus: | Project: Original Shorts | | |
| Start date: | January 25, 2021 | End date: | March 12, 2021 |
| Total # of students in program: | 10 | Total # of employees: | 2 (Instructors) |
| Anticipated # of students on campus daily when scheduled: | 10 | Anticipated # of employees on campus daily when scheduled: | 2 (Instructors) |
| Completed by: | Justine Marie Pornillos | Student | January 28, 2021 |
| Replaces | RTC Safety Plan #: | N/A | |
| | GFP Safety Plan #: | N/A | |



ROOM INFORMATION

| 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. | | | |
|---|--|---|---|
| Campus/ Building | Type of Space <small>Labelled according to floor plan below</small> | Purpose of Space <small>Include washrooms and breakout rooms</small> | Capacity <small>Current capacity due to COVID-19</small> |
| NE22 BCIT, Burnaby Campus | 105 (Classroom 2) (1523 ft. ²) | Set | 12 |
| | 104 (Classroom 1) (759 ft. ²) | Waiting Area & Equipment Storage | 8 |
| | 106 (Classroom 3) (759 ft. ²) | Crew Break Area | 8 |
| | 107 (Breakout) | Talent Break Area | 2 |
| | 108 (Breakout) | Instructors' Break Area | 2 |
| | 111 (Female WC) | Washroom | 1 |
| | 112 (Male WC) | Washroom | 1 |

COVID-19 SAFETY PLAN ACADEMIC SPACES

| | | | |
|----------------------|--|--|-----------------------------|
| AIRBNB Rental | Living Room (135.94 ft. ²) | Set | 4 |
| | Kitchen (137.49 ft. ²) | Set | 4 |
| | Dining Area (115.53 ft. ²) | Set | 3 |
| | 1 st Bedroom (141.52 ft. ²) | Instructors Break Area + Equipment Storage | 2 (bed is an obstruction) |
| | 2 nd Bedroom (123.3 ft. ²) | Talent Green Room | 2 |
| | Entrance & Foyer (26.85 ft. ²) | Temporary waiting area | 1 (if patio is unavailable) |
| | Patio (Open Area) | Crew Break Area | 8 (if weather permits) |
| | Washroom | Washroom | 1 |

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 production involves filming and practical application of learned skills in use of cameras, recording devices, and lighting equipment as a required component in the course, BCST4120. Filming on campus allows the students easier access to SE10, where most of the equipment will be transported from. Renting an AIRBNB allows full control of the location and space, allowing plenty of room for social distancing with minimal limitation, since filming in a student's house is unavailable. (ie. residences being too far, small, and cramped due to other family members being present at the same time)

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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Please refer to addendum for details. |
| 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"/> | As per attached diagram |
| 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"/> | Student in small project teams |
| 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"/> | As per attached room layouts |
| 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"/> | In the AIRBNB rental, it is highly unlikely that there will be a refillable water bottle station so everyone is responsible for bringing their own water bottles. |
| 8. | Mobile fans have been removed or put out of service. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. | Washrooms have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If yes, Washroom occupancy limit: 1 |
| 10. | Break area(s) for student use have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For NE22, If yes, what control measures are in place to maintain physical distancing? Barriers Occupancy Limit: 8. If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| 11. | Break areas for employee use have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For NE22, If yes, what control measures are in place to maintain physical distancing? Occupancy Limit: 2. If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input 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"/> | |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Please list: Entrance Only, Exit Only, Wear a mask |
| 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: |
| 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"/> | |
| 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. |
| 30. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| RULES AND GUIDELINES (ADMINISTRATIVE) | | | | | |

COVID-19 SAFETY PLAN ACADEMIC SPACES

| # | Control Measure | Yes | No | NA | Provide Details (as per Directions) |
|-----|---|-------------------------------------|--------------------------|-------------------------------------|---|
| 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>As much as possible, there are delegated people for each equipment, however there might be instances where it's tricky to avoid not touching someone else's gear, such as when loading or unloading equipment into vehicles. (See appendix)</i> <i>In general, however, if more than one person handles certain gear, it is required that the equipment must be sanitized before it is passed to another person through using sanitary wipes.</i> |
| 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:</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"/> | |
| 37. | Single-use (disposable) products are used where feasible. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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> <i>The main point of contact if someone falls ill or any other development arises, is the producer and the instructors. Making up for missed assignments and activities can be arranged with the instructor. However, if the student has a big role during filming, it is impediment that someone else in the team must take over. The student's health is the priority and they must rest until they're in full health and recovery.</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> |
| 42. | Provisions made for students to maintain same lab/class cohort throughout the Term. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 43. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

**COVID-19 SAFETY PLAN
ACADEMIC SPACES**

| # | Control Measure | Yes | No | NA | Provide Details (as per Directions) |
|---|---|-------------------------------------|--------------------------|-------------------------------------|---|
| 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): |
| 45. | Training is provided for the above PPE to students and employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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): |
| 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. Provide FCD work request number(s). WR# 1463293 |
| 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: What ppe is required: |
| 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"/> | 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. |
| 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"/> | Sink Location: (NE22 – 111 & 112) Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Sink Location: (AIRBNB) Washroom Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| 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): (NE22 – 111 & 112) Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (AIRBNB) At least one per corner of the house. Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> |

**COVID-19 SAFETY PLAN
ACADEMIC SPACES**

| # | Control Measure | Yes | No | NA | Provide Details (as per Directions) |
|---|--|-------------------------------------|--------------------------|-------------------------------------|--|
| | | | | | <i>If No, describe: The team will provide enough sanitizing products to the last entire shoot (Feb 16 – 18) before going to the rental in order to avoid going back and forth from BCIT and the rental.</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):</i> <i>Since everyone in the team will have equipment specifically designated to them, it is important that they must be responsible in cleaning them as well. It is recommended that both equipment and touched areas will be cleaned before and after filming. Shared equipment will also be sanitized after use.</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>Personal articles will not be stored.</i> <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?</i> <i>Inspections will be done by the instructors, who will be there during the entire shoot. Dates are as following: February 9 – 12 and February 16 – 19. Or new dates to be confirmed.</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?</i> <i>Audit Inspections will be done by the instructors, who will be there during the entire shoot. Dates are as following: February 9 – 12 and February 16 – 19 or new dates to be confirmed.</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 28, 2021 |
| EOC | Name <i>Glen Magel</i> | Position EOC Director | Date February 13, 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 |



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

Pre-Production

1. Documents and paperwork will be shared digitally through emails with the instructors and a shared google drive folder between crew.
2. Meetings that don't require hands-on instructions or setup will take place virtually. Other vital information such as locations and call sheets will be communicated through virtual means as well, at least two days prior to setup and shoot dates.
3. COVID safety procedures will be shared and discussed prior to the start of production. Crew will have access to the following documents:
 - a. WorkSafeBC's Motion Picture and Television Production: Protocols for returning to safe operation
 - b. BCIT's Go Forward Plan and the COVID-19 Safety Plan for Academic Spaces
 - c. AIRBNB's 5-Step Enhanced Cleaning Guidelines
4. Each crew member has also completed *BCIT's Student Awareness of COVID-19 and Pandemic Exposure Control Plan*.
5. Prior to shooting, each member will have to self-check and ensure that they are healthy and free of symptoms. This can be done through using *BC's COVID-19 Self Assessment Tool*. Should they feel sick or is exposed to someone that poses high-risk, they must prioritize their responsibility to stay home and keep themselves as well as others healthy.
6. The main point of contact if someone falls ill or any other development arises, is the producer and the instructors.

Production: General

1. Everyone in the crew is required to wear a mask at all times.
2. Sanitizing products and other safety equipment will be available on location. This will include disposable masks, hand sanitizer stations, as well as disinfectant wipes and sprays that will be used to wipe down frequently touched areas and equipment before and after use. These will be stationed in areas where there is high traffic, each point of entry and exit, and break rooms.
3. Some windows will be open to ensure there is air flow within the shared area. In confined spaces where there is no ventilation, UV lights will be requested prior to the shoot in order to sterilize a room after each shooting day.
4. Food arrangements will not be provided on set. Everyone is encouraged to bring their own food and water bottles as well as eat outside in an open space if the weather permits. Depending on the location, the green room will be modified to serve as a break room or a designated area will be assigned. Spacing between each person will be allotted and a trash disposal will be present.

COVID-19 SAFETY PLAN ACADEMIC SPACES

Casting

1. Audition notices will be posted online, in websites such as Vancouver Actors Guide and various Vancouver casting Facebook pages.
2. Communication will be done through email, while auditions, table reads, and meetings will be done on Zoom.
3. During the casting process, the cast will be informed of the safety guidelines in place for the project and will have to ensure that they have not travelled outside of BC in the last 14 days, which if they have, they must self-isolate in accordance to provincial health's orders.
4. They will also be warned of the risks that might be posed during the shoot, mainly the fact that they will have to take their masks off while they're on camera. However, they will have to wear them during blockings, rehearsals, and when they're on standby. Based on these grounds or any other possible development, potential cast can refuse to perform if they don't feel comfortable.
5. Makeup and hair modifications will be minimal, if not required at all. A wardrobe for the shoot will not be provided and the cast are required to bring their own clothes. If the required clothing is unavailable, they will have to purchase their costumes.
6. They will have a designated cast-specific area to serve as their green room while they're on standby.
7. Call-times for the cast will also be adjusted, ensuring that they will only be around for the shoot and not during setup and strike.

Transportation Arrangements

1. As much as possible, it is encouraged that the crew's main mode of transportation will be through private vehicles. However, carpooling is not recommended.
2. Equipment will be loaded to the crew's vehicles. As much as possible, crew who is designated to handle certain gear must load their own equipment if their vehicle permits the load capacity to minimize cross-handling of someone else's gear.
3. If a crew or cast member must take transit, it is their responsibility to keep themselves safe by wearing a mask, carrying their own hand sanitizers, and following the necessary safety precautions.



COVID-19 SAFETY PLAN ACADEMIC SPACES

Loading, Unloading, and Handling of Equipment

1. Filming equipment will be taken from a single source: BCIT Ops. Sanitizing stations are present to wipe down both touched areas and the equipment before it is loaded into the crew's respective vehicles.
2. When loading and unloading equipment, pairs (1 -2 people) will be classified according to their department to help each other out, prioritizing their own gear. There will also be rotations to avoid influx of people in Ops, with other teams waiting in their respective cars or in the designated waiting area outside of Ops.
3. Each crew member from a certain department will be responsible for handling their own gear as indicated:

| Department & Role | Equipment |
|---|---|
| Camera Operator & Camera Assist | Cameras, Tripods, Camera Cables, Mounted Monitors |
| Director of Photography & Gaffer/Grip | Lights, Flags, Stands |
| A1 (Audio Operator) & A2 (Mic Operator) | Microphones, Sound Mixers, Boom Poles, Audio Cables |
| Producer, Director, Assistant Director | Miscellaneous (Video Village, Props, etc...) |

4. If more than one person handles certain gear, it is required that the equipment must be sanitized before it is passed to another person. Depending on the frequency, protocol will be as follows:
 - Sanitize hands before and after using equipment.
 - Wipe down the handles and touched surfaces of the equipment before and after use.
 - Personal equipment such as headphones and microphones will not be shared. In addition, boom microphones will be used for cast which will not be attached to their clothes and will be placed from a distance.

COVID-19 SAFETY PLAN ACADEMIC SPACES

Location Scouting

1. It is crucial that the team must be able to survey the location prior to filming in order to determine the room layouts, blocking for camera and cast, number of electric outlets, location of circuit breakers, among many other elements. In order to accommodate to COVID safety, however, location scouting will be done with a limited number of people.
2. Since scouting isn't part of the setup, filming, or strike process, extra caution should be upheld when going to the area. Avoid touching surfaces if necessary and if so, the surface must be sanitized after that.
3. Particularly in the AIRBNB rental, since surveying the area falls outside the booked dates, it is important not to impose and be mindful. Shoe covers, sanitary wipes, and preferably, gloves as well, will be used to ensure that there is minimal contact.
4. Social distancing is crucial, as well as observing occupancy limits. If undetermined, each person should be allotted 35 sq. feet along with a two-metre distance from other people. This will be upheld at all times, but predominantly within a closed room and when communicating with the person in charge of the location.
5. Crew will have to jot the information they need digitally, either through taking pictures or note-taking in their devices. As much as possible, documents that need signatures must be done electronically.

Filming in Department Rotations

1. Occupancy will be reduced in smaller spaces to adhere to room capacity. Filming will then proceed by having small teams rotate. A small team, depending on room capacity, will occupy the set while the rest remain in a designated waiting area. Once their setup and tasks have been completed, the other team will switch out with them and vice versa until filming is completed.
2. If required, video village (a separate monitor for the director and crew) and the audio table will be situated in a different area if the set has a room capacity of 5 or less people.
3. If the video village, audio table, and green rooms are separate and are far from the set, communication between the crew will be done over radio and cellphones to minimize foot traffic.

Flow of Traffic, Signages, Markers

1. Corridors and hallways will be blocked if needed, to ensure that there is an allotted space for crew members going between different rooms.
2. If undetermined, markers and signages will be posted to determine traffic flow, points of entry and exit, and occupancy capacities.

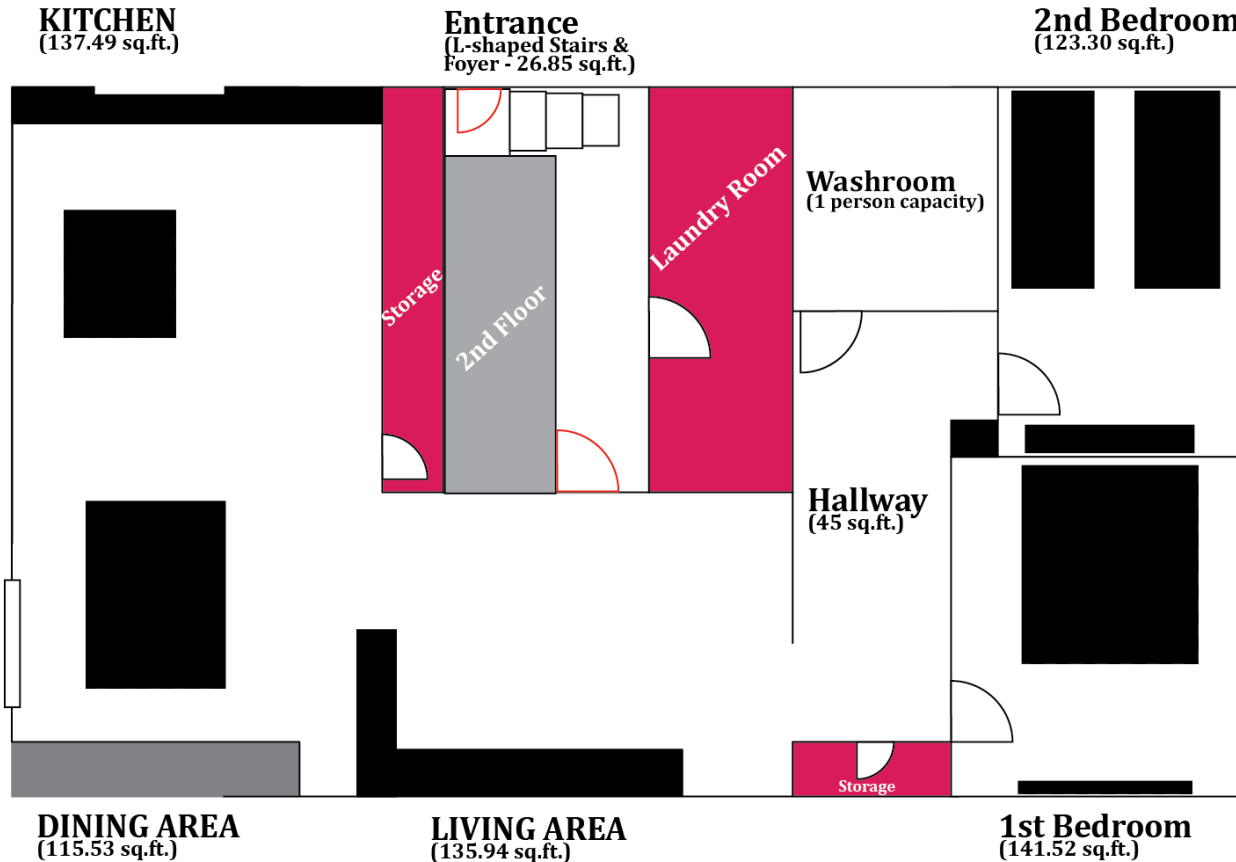
COVID-19 SAFETY PLAN ACADEMIC SPACES

Production: AIRBNB Rental (House Setting)

Dates: February 9 – 11, 2021 (Tuesday to Thursday)

Floor Plan:

Legends: Red Doors – Entrance/Exit, White Rectangles – Windows, Black Shapes - Furniture, Pink Circles – Sanitizing Stations



Designated Rooms & Space Breakdown

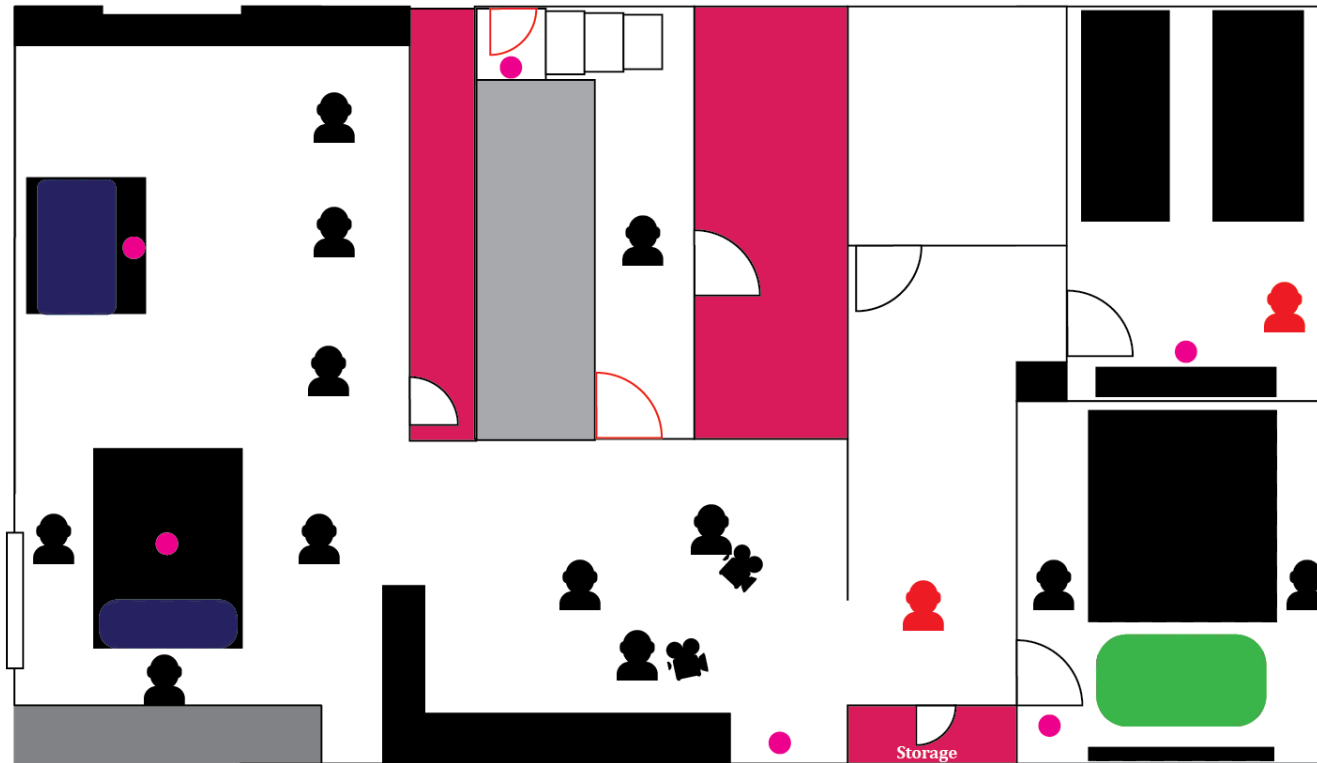
- Bedroom 1 will be the designated room for the instructors and where the equipment will be stored.
- Bedroom 2 will be the designated room for the cast.
- These rooms will also serve as their break areas if really necessary and eating outside is not permissible. Both the instructors and cast are free to leave the rooms when needed, but it is advised that they must adjust to the occupancy of the space outside before doing so.
- Rooms in pink/red are areas that won't be used. The storage area located in the kitchen has a circuit breaker.
- The owner lives in the 2nd floor of the house, but there is no direct access from the 2nd floor to the suite. The only way to the house is through the main entrance in red.

COVID-19 SAFETY PLAN ACADEMIC SPACES

Set Breakdown: Setup 1

SCENE: James comes home.

Legends: Red Doors – Entrance/Exit, White Rectangles – Windows, Black Shapes – Furniture, Pink Circles – Sanitizing Stations, Red People – Cast
Green Rectangle – Equipment Pile, Dark Blue Rectangles – Audio Table & Video Village



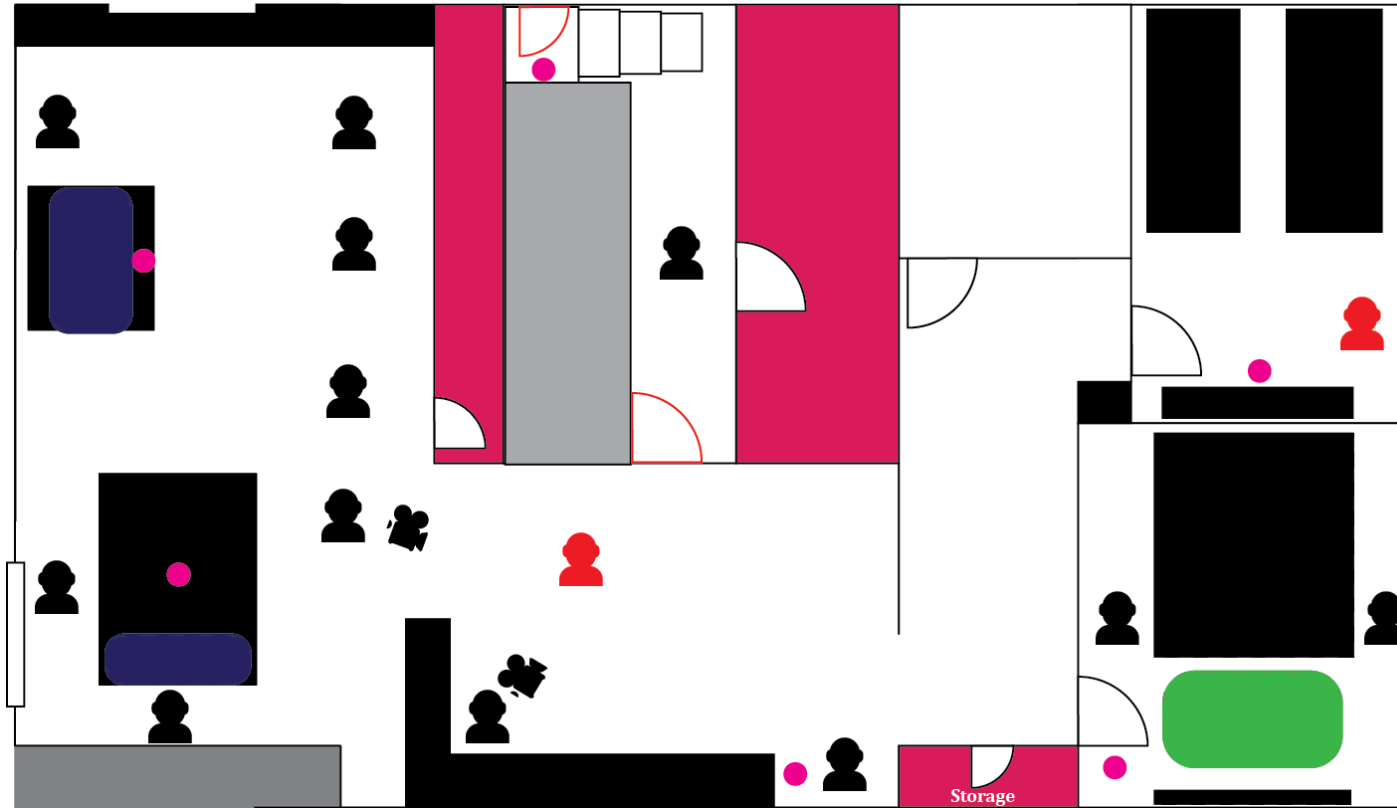
One of the setups will require only one character on set. Everyone who is not involved and is not contributing to the workflow in any way must remain in their designated areas. (Cast will remain in Bedroom 2, Instructors in Bedroom 1, Crew in Patio or Foyer) Social distancing will be in effect and communication will be done through radio to ensure that the transition to moving onto the next scene will be seamless and will avoid having everyone bumping into each other.

COVID-19 SAFETY PLAN ACADEMIC SPACES

Set Breakdown: Setup 2

SCENE: James comes home to find Jessica unconscious.

Legends: Red Doors – Entrance/Exit, White Rectangles – Windows, Black Shapes – Furniture, Pink Circles – Sanitizing Stations, Red People – Cast
Green Rectangle – Equipment Pile, Dark Blue Rectangles – Audio Table & Video Village



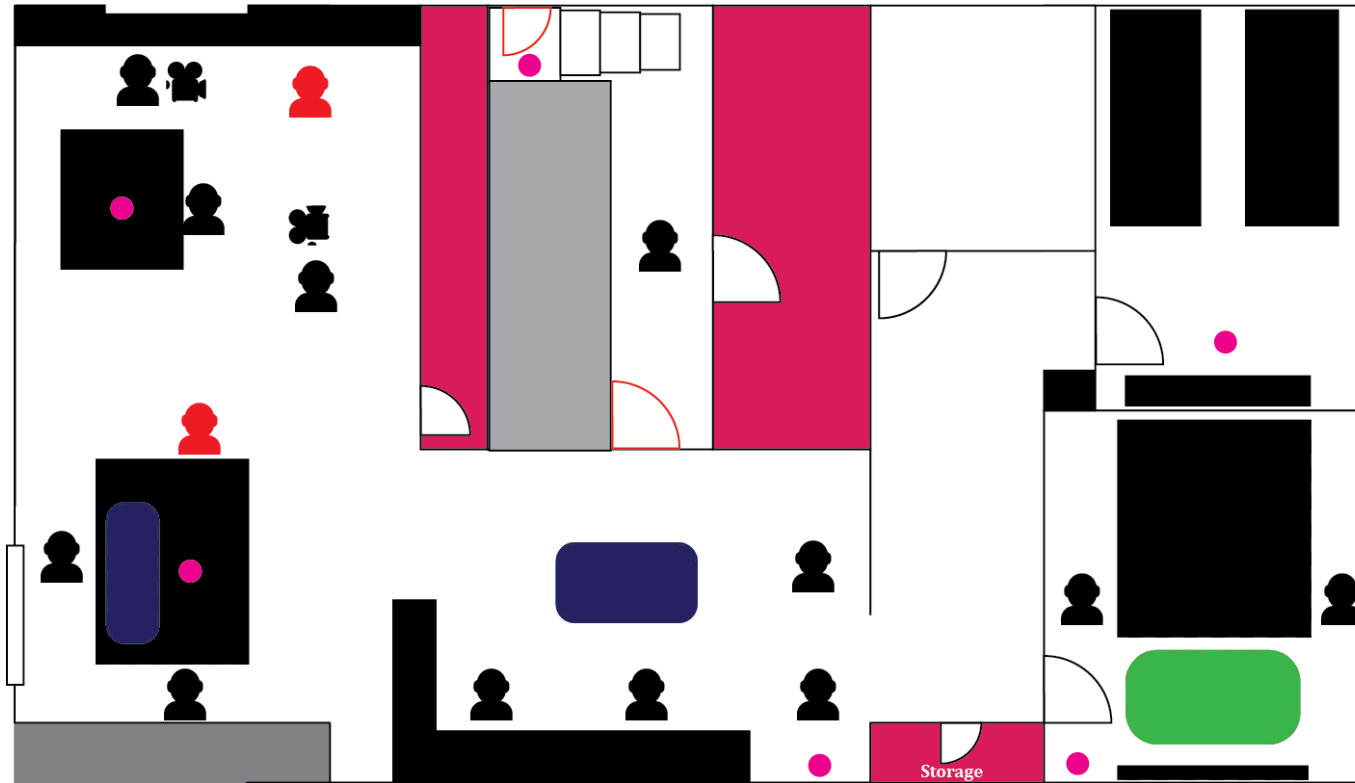
Since the camera will be predominantly facing the living room area, the adjacent space must be clear from people. Crew indicated in the picture may be moved around to provide more space for other members. A 2-metre distance will be maintained.

COVID-19 SAFETY PLAN ACADEMIC SPACES

Set Breakdown: Setup 3

SCENE: James rummages through kitchen drawers in search for Jessica’s medicine and runs towards her to give her the medicine.

Legends: Red Doors – Entrance/Exit, White Rectangles – Windows, Black Shapes – Furniture, Pink Circles – Sanitizing Stations, Red People – Cast
Green Rectangle – Equipment Pile, Dark Blue Rectangles – Audio Table & Video Village



In this scene, James will be running from one spot to another (similar to setup 2). A portion of the kitchen will be free to serve as his space and once he runs back to Jessica, the 2nd setup will be arranged once again. Crew will have to adjust to accommodate the scene.



COVID-19 SAFETY PLAN ACADEMIC SPACES

Department Rotations:

To minimize foot traffic and promote a smoother workflow, filming will proceed in rotations. The general idea is to have a team on set for blocking, which will then switch to a lighting team, to the necessary people for rehearsal and filming. Some general guidelines regarding this include:

1. If you are not needed on set, immediately move to your designated waiting area before the required people go into your area. If you don't know where to go, move to the patio. It is crucial to prioritize exiting the space before someone enters.
2. Ensure that in exiting, there is no one waiting right in front of the door. Maintain a 2-metre distance and avoid crowding over doors as much as possible. Communicate with other crew members to prevent conflict.
3. Make sure that you are not leaving your designated equipment unattended, unless needed to be left behind (such as lights and stands). Remaining crew who are not in charge of the unattended gear are not obliged to touch or move it around until the assigned member comes back for it.
4. If gear must be left behind, it is recommended to be wiped down before the member leaves to a different space.

An example of how the rotations will proceed is illustrated in the following tables. This is the ideal workflow for one of the scenes, which will be applied throughout the entire shoot.

| BLOCKING (EXAMPLE – SETUP ONE) | | | |
|--------------------------------|---------------------------|--|-------------------------|
| ON SET (Hallway & Living Room) | | WAITING (Patio, Designated Rooms, Kitchen) | |
| (1) Director | Living Area | (1) DOP | Kitchen (Video Village) |
| (1) Cast | Hallway | (1) Script Supervisor | Kitchen (Video Village) |
| (2) Cam Op | Hallway, Living Area | (1) Gaffer/Grip | Patio/Foyer |
| (1) A2 | Living Area | (1) AD | Kitchen (Video Village) |
| (1) A1 | Dining Area (Audio Table) | (1) Cast | Designated Room |
| (1) Cam Assist | Dining Area | (2) Instructors | Designated Room |
| Total: 7 people | | Total: 7 people | |



COVID-19 SAFETY PLAN ACADEMIC SPACES

| LIGHTING (EXAMPLE – SETUP ONE) | | | |
|---------------------------------|----------------------|--|-------------------------|
| ON SET (Entrance & Living Room) | | WAITING (Patio, Designated Rooms, Kitchen) | |
| (1) DOP | Living Area | (1) Director | Kitchen (Video Village) |
| (1) Stand-In/Cast | Hallway | (1) Script Supervisor | Kitchen (Video Village) |
| (2) Cam Op | Hallway, Living Area | (2) A1, A2 | Dining Area |
| (1) Gaffer/Grip | Living Area | (1) Cam Assist | Entrance/Foyer |
| | | (1) AD | Kitchen (Video Village) |
| | | (2) Cast | Designated Room |
| | | (2) Instructors | Designated Room |
| Total: 5 people | | Total: 9 people | |

| REHEARSAL/FILMING (EXAMPLE -SETUP ONE) | | | |
|--|----------------------|--|---------------------------|
| ON SET (Entrance & Living Room) | | WAITING (Patio, Designated Rooms, Kitchen) | |
| (1) Cast | Hallway | (2) Director, DOP | Kitchen (Video Village) |
| (2) Cam Op | Hallway, Living Area | (1) Script Supervisor | Kitchen (Video Village) |
| (1) A2 | Living Area | (1) AD | Kitchen (Video Village) |
| | | (1) A1 | Dining Area (Audio Table) |
| | | (1) Cam Assist | Dining Area |
| | | (1) Gaffer/Grip | Entrance/Foyer |
| | | (1) Cast | Designated Room |
| | | (2) Instructors | Designated Room |
| Total: 4 people | | Total: 10 people | |

COVID-19 SAFETY PLAN ACADEMIC SPACES

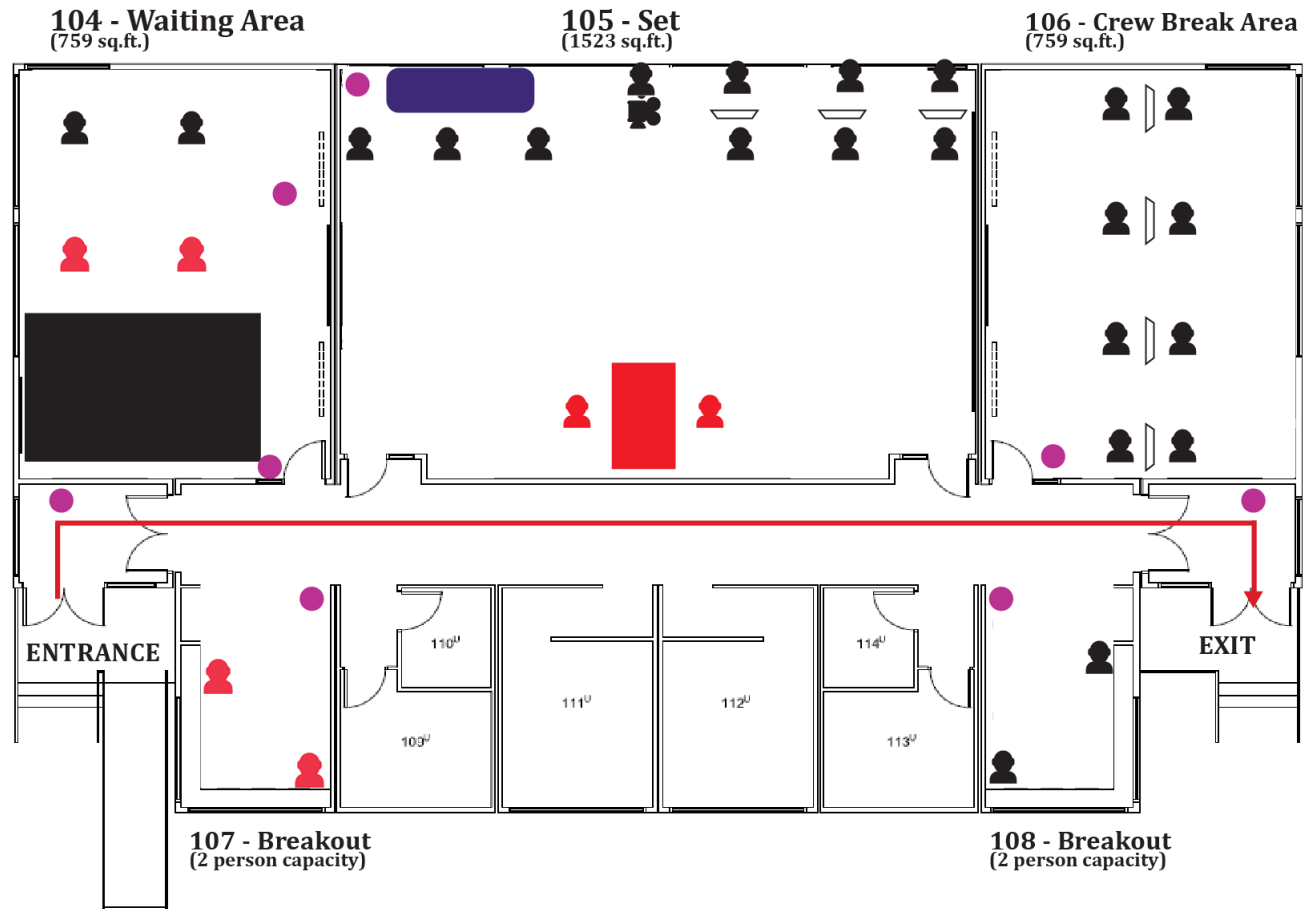
Production: NE22, BCIT (Office Setting)

Shoot Dates: February 16 – 18, 2021 (Tuesday to Thursday)

Setup Date: February 8, 2021 (Monday)

Floor Plan:

Legends: Black Rectangles - Equipment Pile, Purple Rectangle – Video Village, Red Rectangle – Set Decoration, Rectangles – Barriers, Pink Circles – Sanitizing Stations



Space & Room Breakdown:

General

- We'd prefer to have the rooms cleared out to maximize the space inside the rooms. However, we'd also like to keep the following furniture:
 - 104 & 106 – (2) tables with wheels, (6) chairs with wheels
 - 105 – (5) tables with wheels, (10) chairs with wheels
 - Breakout Spaces – (4) Black Lounge Chairs, (2) High Green Chairs per breakout space
- Considering that there are two points of entry and exit, one will be marked solely for entry and the other will be for exit. The hallway will also be one-way according to that.
- Sanitizing stations should be present preferably in the positions marked in the layout.

104 – (Common) Waiting Area & Equipment Storage

- Provided that all of the crew will be predominantly on set, 104 will be used as a waiting area for both the talent and the instructors.
- Equipment will be piled on one side adjacent to the door in order to minimize going around the room.

106 – Crew Break Area

- 106 will solely be used as a break area for the crew. It will only be unlocked during lunch and only then will the crew be able to go inside. Any other time, it will be locked. UV lights will be used after lunch.
- It will follow a similar setup in SE02's great hall, if applicable, with either the use of barriers in between two people or spacing out the crew around the wall of the room.
- Since only 8 out of 10 can stay in the room at the same time, the remaining 2 people can stay in the waiting area in the meantime and switch with the first 2 people to finish lunch afterwards.

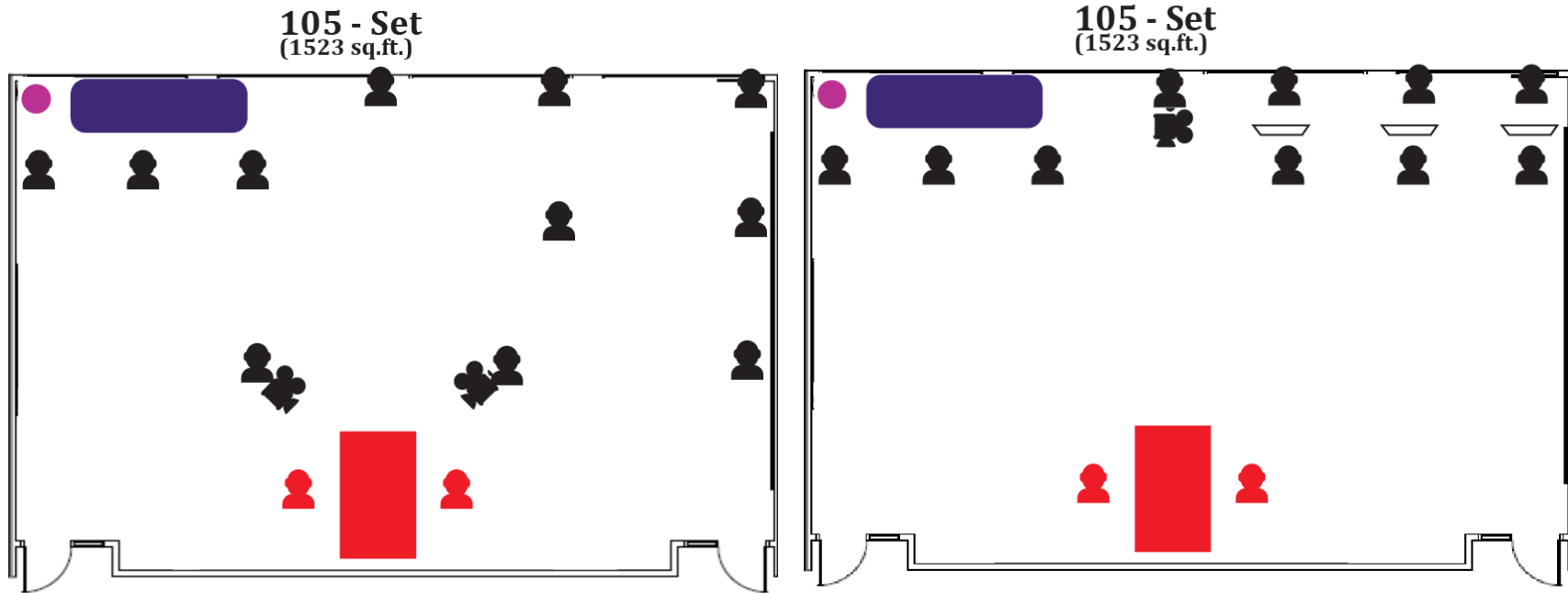
107 – Talent Break Area

- Only the cast are allowed to use this area. They are to bring their own lunches and eat on the far ends of the mounted table.

108 – Instructors' Break Area

- Similar idea for 107, however, this area will be assigned for instructors' use only.

COVID-19 SAFETY PLAN ACADEMIC SPACES



105 – Set

- Depending on the camera angle, the setup of 105 will vary. When shooting close-ups and medium shots, there is plenty of room to social distance between crew members.
- However, if the setup will be for a wide shot that requires half of the space to be free from obstruction, crew might have to get congregated on one side. The remaining crew on standby will have to socially distance and if that seems impossible, barriers will be used.
- Since the room capacity satisfies both the required crew members and cast needed on set, there will be no department rotations. Everyone is expected to adjust to room capacity to avoid breaking limits on occupancy.
- Adhering to the hallway being one way, the leftmost door will serve as the entrance to 105 and the rightmost door will be the exit.
- Some lights may also be placed in the hallway to achieve certain lighting plans. Most of the crew and cast will be inside 105 during this duration, however, once the scene is done it is expected that the lights will be removed to clear the hallway immediately.

COVID-19 SAFETY PLAN ACADEMIC SPACES

Post-Production & Delivery

1. Transfer of material will be done right after the shoot is finished. Each crew member with a post-production role will bring their own hard drives to transfer material to. Personal computers will not be shared with other members of the team so in transferring material, they are encouraged to use the desktops in SE10's computer labs. One person will be primarily responsible for handling the transfer and disseminating other people's hard drives after it. If possible, this could also be done remotely where one person will upload all the material to a shared storage cloud and other members could access it.
2. Delivery of material will be done virtually whenever possible. Only 1 – 2 designated crew members will be responsible for handing material that should be uploaded in BCIT's remote EditShare server.
3. Feedback and revisions are encouraged to be done virtually. As much as possible, crew members who have their own desktops with editing software will be encouraged to edit at home.
4. Editors who need to use BCIT's edit suites are responsible for making their own bookings and follow the school's safety protocol. They are also responsible for providing necessary gear for themselves, such as headphones, as well as taking care of their stations to ensure it is sanitized before and after use.