

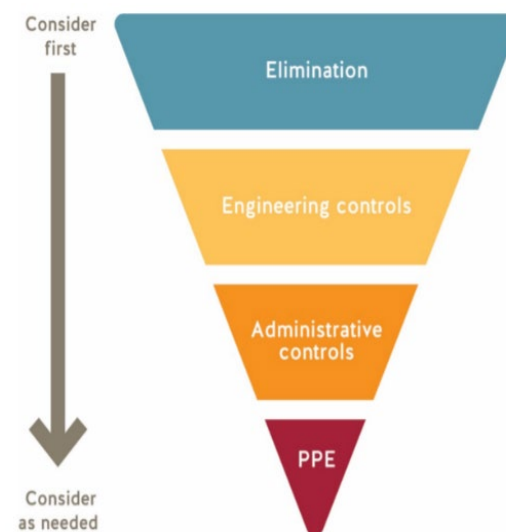


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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 Final Project: Original Short		
Proportion of program offered on campus:	e.g., Program = total of 40 courses of which 7 courses have some 'on campus' activity		
Start date:	March 20 <sup>th</sup> , 2021	End date:	May 20 <sup>th</sup> , 2021
Total # of students in program:	10 in Production Group	Total # of employees:	2, Robert Nason & Karine Kotsubo
Anticipated # of students on campus daily when scheduled:	12 (including 2 actors, Jessamine Salas and Melvin Medici)	Anticipated # of employees on campus daily when scheduled	2, Robert Nason & Karine Kotsubo
Completed by:	Mandy Kwan	Position Student Producer	Date Friday, March 12th, 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>
Private Residence in Langley, BC	Living Room / Kitchen – 311.37 sq. ft	Living Room / Kitchen Set & Instructors' Hold & Break Area	8
	Dining Room / Library – 280.43 sq. ft	Art Studio Set / Talent Green Room & Instructors' Hold Area	8
	Washroom #1 – 40.49 sq. ft Washroom #2 – 37.96 sq. ft	Washrooms	Washroom #1 – 1 Washroom #2 – 1
	Garage – 392.75 sq. ft	Crew Break & Hold Area & Equipment Storage	10
	Patio #1 – 110.33 sq. ft Patio #2 – 43.20 sq. ft	Crew Break Areas & Crew Hold Areas	Patio #1 – 3 Patio #2 – 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).

A key component of the BCST 4120 course is producing an original scripted project around 10 minutes long. This assignment calls for demonstrating knowledge of how to use cameras, lighting, and sound equipment to bring a script to life. It is not possible to show the mastering of these skills through remote learning and it is fundamentally not the same as gaining hands-on experience. Additionally, since film-making is a team effort, we would not be able to produce a film at this scale independently from our own homes. Since our short film is set in a residence, we will be filming in a student's home while following all the COVID-19 Safety Procedures dictated in this document. This allows us flexibility with moving furniture, access to the location and the usage of amenities and facilities.

## 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](mailto: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](mailto:returntocampus@bcit.ca) for approval.
8. Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.

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](mailto:ssemohs@bcit.ca).

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. <b>Note:</b> Contact <a href="mailto:returntocampus@bcit.ca">returntocampus@bcit.ca</a> for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain):
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exception allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): Cast, crew, and instructors will be wearing 3-ply disposable masks and eye protection (safety glasses or face shields.) There will be barriers in place to enforce 2m social distancing at all times. Certain rooms will be designated as one-way only, to limit contact between individuals.
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"/>	
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"/>	There will be barriers in place to enforce 2m social distancing at all times, and occupancy limits have been established for all rooms. These limits will be strictly enforced by Instructors Rob Nason and Karine Kotsubo, as well as the COVID-19 Safety Officer, Jonas Diaz. Certain rooms will be designated as one-way only, to limit contact between individuals.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no water fountains in the location as it is a residential home.
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 <u>1 – Washroom #1 + 1 – Washroom #2</u>
10.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? X's 2 meters apart on the ground to indicate where to sit, spaced out and limited seating, one-way walkway in the areas. Occupancy Limits <u>9 – Garage + 3 – Patio #1 + 1 – Patio #2</u> 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"/>	If yes, what control measures are in place to maintain physical distancing? X's 2 meters apart on the ground to indicate where to sit, space out and limited seating, one-way walkway in the area. Occupancy Limit <u>8 – Living Room / Kitchen</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
13.	<a href="#">Barriers</a> 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 <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed.
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> .					
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: Room Off-Limits – Do Not Enter
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
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 <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How will compliance be checked: Completion will be 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 <a href="#">here</a> . Student COVID-19 Orientation Checklist found <a href="#">here</a> .
28.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completion tracked by Administrative Assistant.
29.	All employees have completed the online <a href="#">OHS New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New and Returning Employee Orientation Checklist found <a href="#">here</a> . 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"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
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"/>	We have done our best to assign tools and equipment to certain people, but there are pieces of gear like cables, tape, etc. that may be shared due to the equipment being used by multiple departments. Crew must sanitize their hands before and after utilizing gear, and the gear will be cleaned every half an hour by department heads. (Camera – Trey Hurst, Audio – Andrew McMillin, Production – Mandy Kwan & Jonas Diaz)
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> Common touch points will be cleaned by the Producer and COVID-19 Safety Officer every half an hour. Tools/equipment will be sanitized between each use by the crew members who use the gear. Crew will also be encouraged to wear disposable nitrile gloves when handling gear that is often passed from person to person (ex. cables, c-stands) to protect their hands from the harsh, frequent sanitization. Crew are expected to wash or sanitize their hands before and after using gear for an extra layer of protection.
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> If a crew member begins to experience symptoms or comes into contact with somebody who is COVID-positive, they should contact the Producer and instructors ASAP. They should remain home, isolate and continue to monitor for symptoms. Further instructions on what to do will be determined with the help of BCIT Occupational Health & Safety. Arrangements for making-up missed coursework and activities should be made with the instructor, Robert Nason. If necessary, the crew member's role will be performed by another student.
39.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The <a href="#">health screen</a> 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 <a href="#">BCCDC self-assessment</a> tool can be used to support this. In addition to completing the BCCDC Self-Assessment everyday before arriving to set and sending screenshots of their results (which should include timestamps) to the Producer,</i>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					Mandy Kwan, the COVID-19 Safety officer, Jonas Diaz, will also be checking the body temperature of all cast, crew, and instructors at the front door every day. The thermometer is a non-contact infrared thermometer.
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"/>	Refer to the <a href="#">COVID-19 Pandemic Scenario Response Plan</a> 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.
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"/>	Refer to the <a href="#">COVID-19 Pandemic Scenario Response Plan</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a> .
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"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE).</b> Refer to the <a href="#">PPE Flowchart</a> 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
46.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to students and employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a> , 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): <ol style="list-style-type: none"> <li>1. Disposable Nitrile Gloves (2 boxes) for Protection</li> <li>2. Disposable Face Masks (3 boxes) for Protection</li> <li>3. Disposable Face Shields (3 packs of 20) for Protection</li> </ol>
47.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> 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 <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors. Use the <a href="#">OHS Employee Orientation checklist</a> to assist orientation/training by their supervisors.
48.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
49.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). Since we are filming in a residential home, facilities will not be helping out with any cleaning needs. The Producer, Mandy Kwan, and the COVID-19 Safety Officer, Jonas Diaz, will be doing most of the cleaning. Additionally, the Camera Operator, Trey Hurst, and the Audio Mixer, Andrew McMillin will also take on a larger role when it comes to sanitizing their respective departments' gear. If there is gear that has been assigned to a

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					particular crew member (i.e. Boom Operator is the only one touching the Microphones,) they are responsible for sanitizing their own gear.
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"/>	<p><i>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials:</i> Sandro Licastro at BCIT Ops has agreed to lend us a PPE Kit, which includes Sanitizing Wipes, Nitrile Gloves, and other PPE. The PPE Kit will be included in our gear booking and will be received on Monday, March 22<sup>nd</sup>, 2021.</p> <p><i>What ppe is required:</i> Disposable Nitrile Gloves and Face Shields.</p>
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"/>	<p><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></p> <p>There are 3 sinks to 14 people (14:3) There are sinks available in the Kitchen, Washroom #1 and Washroom #2.</p>
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"/>	<p><i>Sink Location:</i> Kitchen, Washroom #1, and Washroom #2</p> <p><i>Stocked with soap</i> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> <i>paper towel</i> Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p>
53.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ABHS (Alcohol-Based Hand Sanitizer):</b> <i>Location(s):</i> Green Rooms, Set, Video Village, Entrance to Location (Front Door), Equipment Storage, and Cast and Crew Break Areas</p> <p><i>Will hand sanitizer be refilled by department:</i> Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p><i>If No, describe:</i></p>
54.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<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"/>	<p><i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i></p> <p>Barriers will be cleaned once every hour by the COVID-19 Safety Officer, Jonas Diaz, and the Producer, Mandy Kwan.</p>
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"/>	<p><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> Specific equipment will be assigned to crew members, and they will be responsible for sanitizing any shared and individually-assigned gear before and after each use. Department heads, Andrew McMillin – Audio and Trey Hurst – Camera, will also have an increased responsibility to help sanitize the gear every half an hour, and the COVID-19 Safety Officer, Jonas Diaz, and Producer, Mandy Kwan, will be cleaning common touch points and surfaces every half an hour.</p>
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who will clean:</i> Producer – Mandy Kwan

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					<i>Where is the storage:</i> The storage for actors' personal articles will be their green room, in the library, and the storage for crew's personal belongings will be in the Garage. Both spaces will be wiped down at the start of the day, before and after meals, and at the end of the day, and trash will be taken out at the beginning of the day and after meals.
59.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
60.	There is a plan to conduct <a href="#">regular inspections</a> 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> Robert Nason, Instructor, will conduct inspections twice a week.
61.	<a href="#">Audits of inspections</a> 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> Robert Nason, Instructor, will conduct the audits twice a week.

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name <i>Kevin Wainwright</i>	Position Associate Dean	Date March 12, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date March 22, 2021

### REVISION APPROVAL (if applicable)

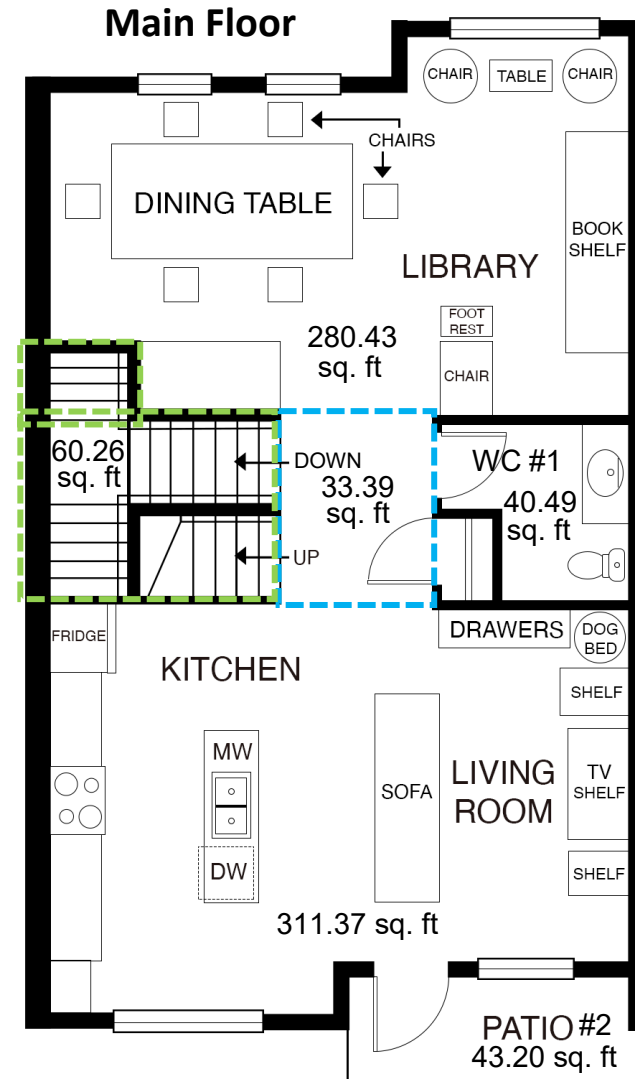
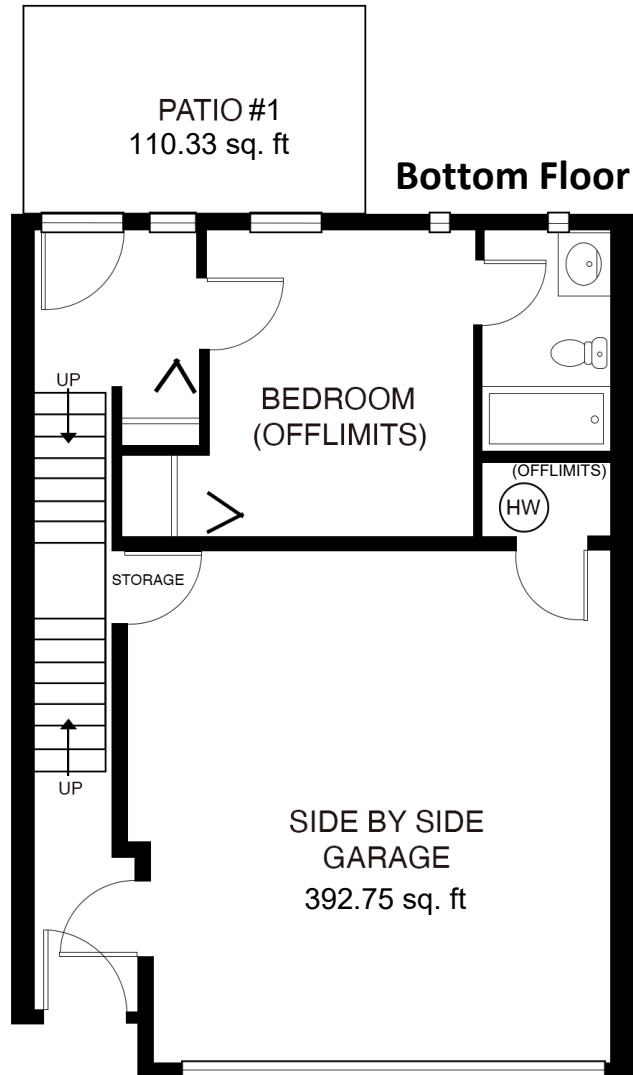
All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
EOC	Name	Position	Date



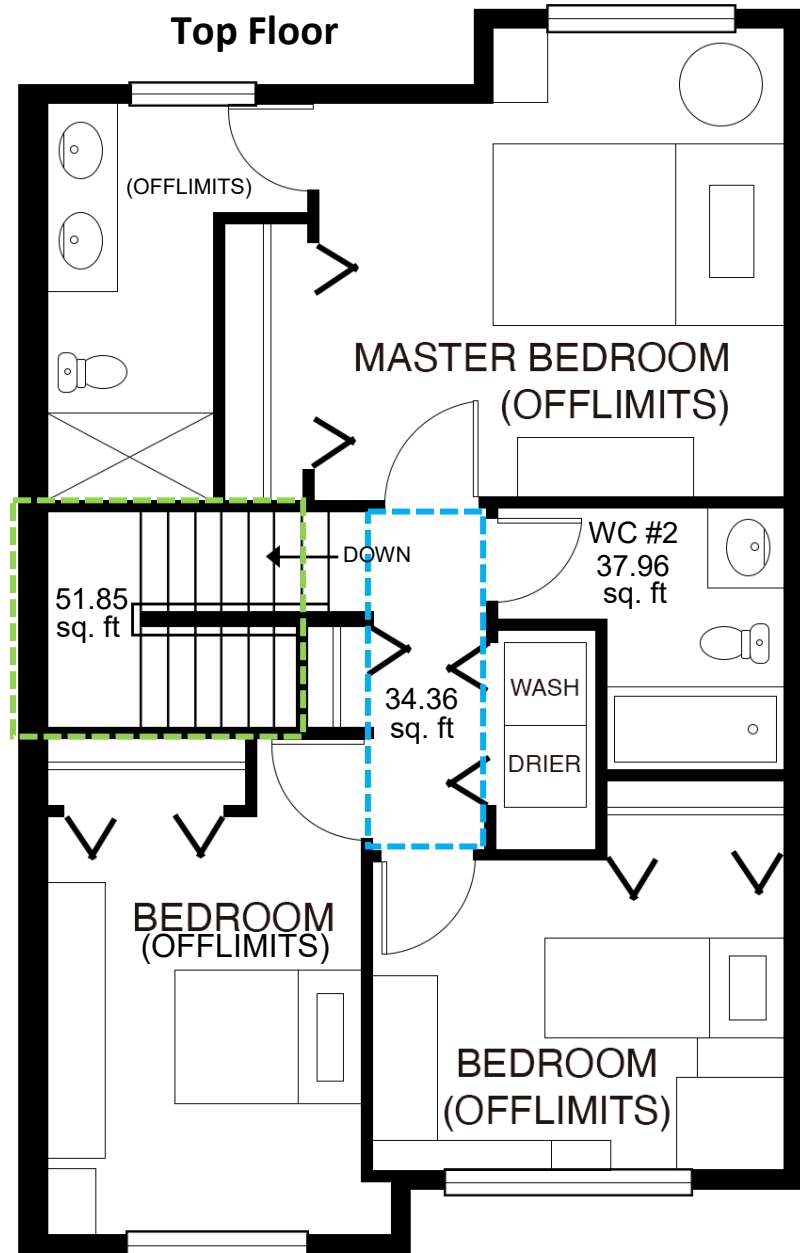


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

### Floor Plans for Entire Location –



## COVID-19 SAFETY PLAN ACADEMIC SPACES



## COVID-19 SAFETY PLAN ACADEMIC SPACES

### Staging – Set-Up 1

SCENES 1 & 2 – Markus wakes up to Jade sketching him, and Jade grabs the package from the front door.



### Key –

- – Instructors
- – Crew
- – Actors
- ◆ – Sanitization Stations
- Furniture

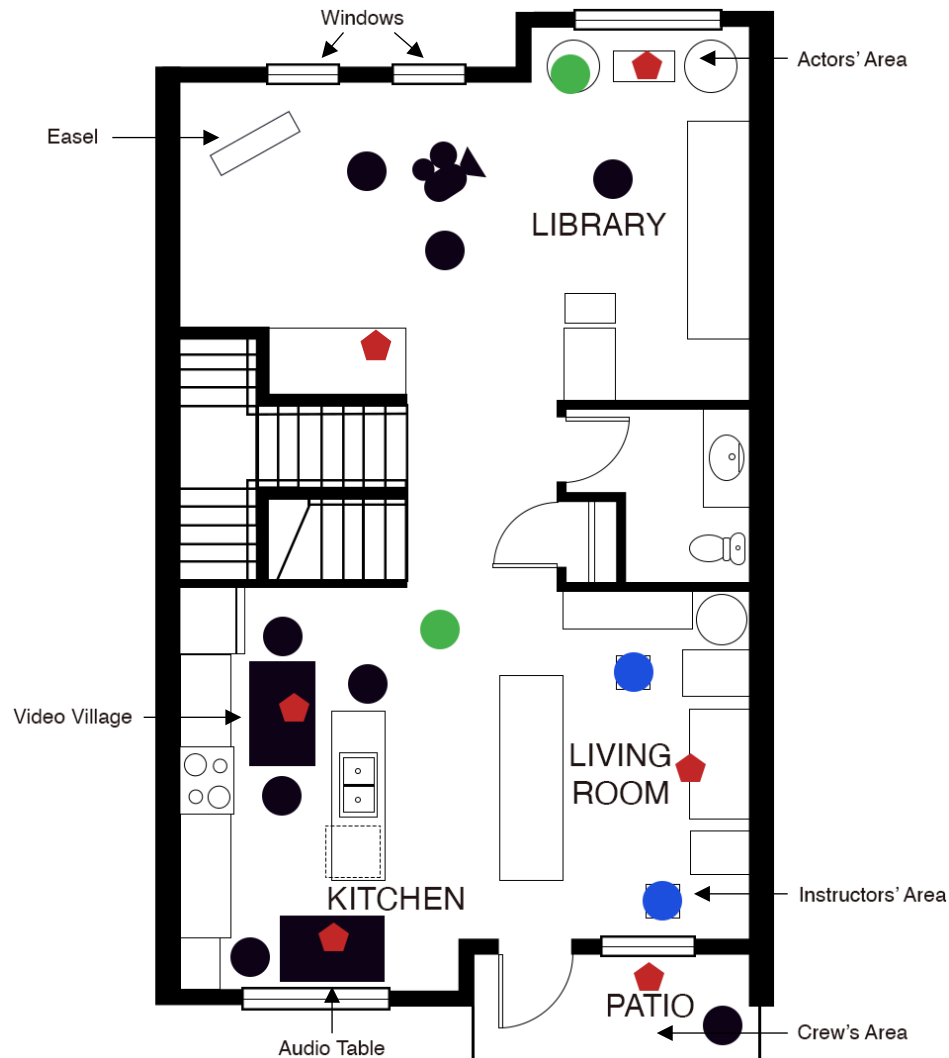
For these scenes, Markus and Jade start off sitting on the couch. When the doorbell rings, Jade goes for the door and heads down the stairs. After a couple minutes, she returns and places the cardboard box on the kitchen island. Markus joins her at the counter to look at the box.

Departmental rotations will be in place to minimize contact between groups. When not required on set, all parties will remain in their allotted areas, (Instructors at the Dining Room Table, Crew in Patio #1 or #2 and the Garage, and Actors in the Library.) The 3 crew members not shown in this diagram will be waiting in the Garage.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

### Staging – Set-Up 2

SCENE 3 – Jade unknowingly interrupts Markus' video conference call with his colleagues.



### Key –

- – Instructors
- – Crew
- – Actors
- ⬠ – Sanitization Stations
- Furniture

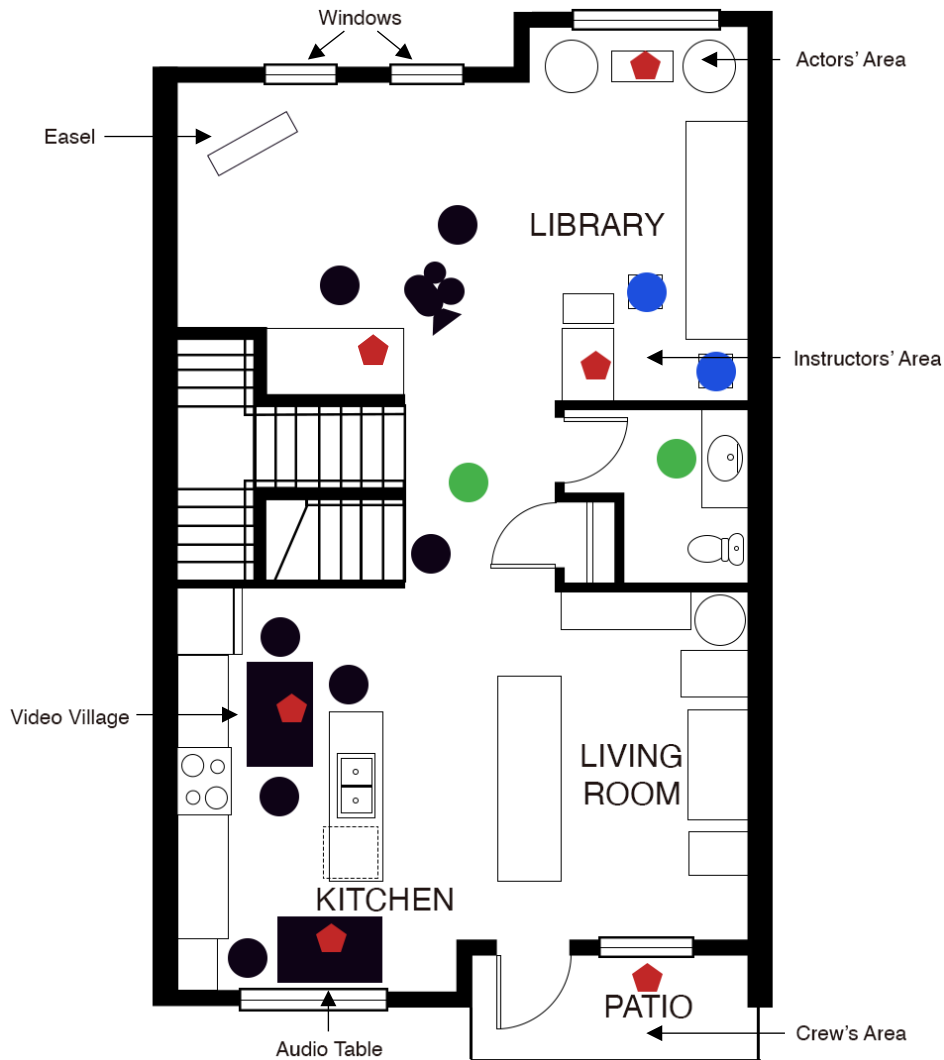
Jade bounces between the easel, the kitchen, and the living room. Markus will be sitting at his table in the library. He will get annoyed, turn around, and scold her, before returning to his call.

Departmental rotations will be in place to minimize contact between groups. When not needed on set, all parties will stay in their allotted areas, (Instructors in the Living Room, Crew in Patio #1 or #2 and the Garage, and Actors in the Library.) Everybody will social distance and talk through radios or phones. The 2 crew members not shown in this diagram will be waiting in the Garage.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

### Staging – Set-Up 3

SCENES 4 & 5 – Markus beelines to the Washroom and starts coughing. Jade checks up on him and urges him to check his temperature.



#### Key –

- – Instructors
- – Crew
- – Actors
- ◆ – Sanitization Stations
- Furniture

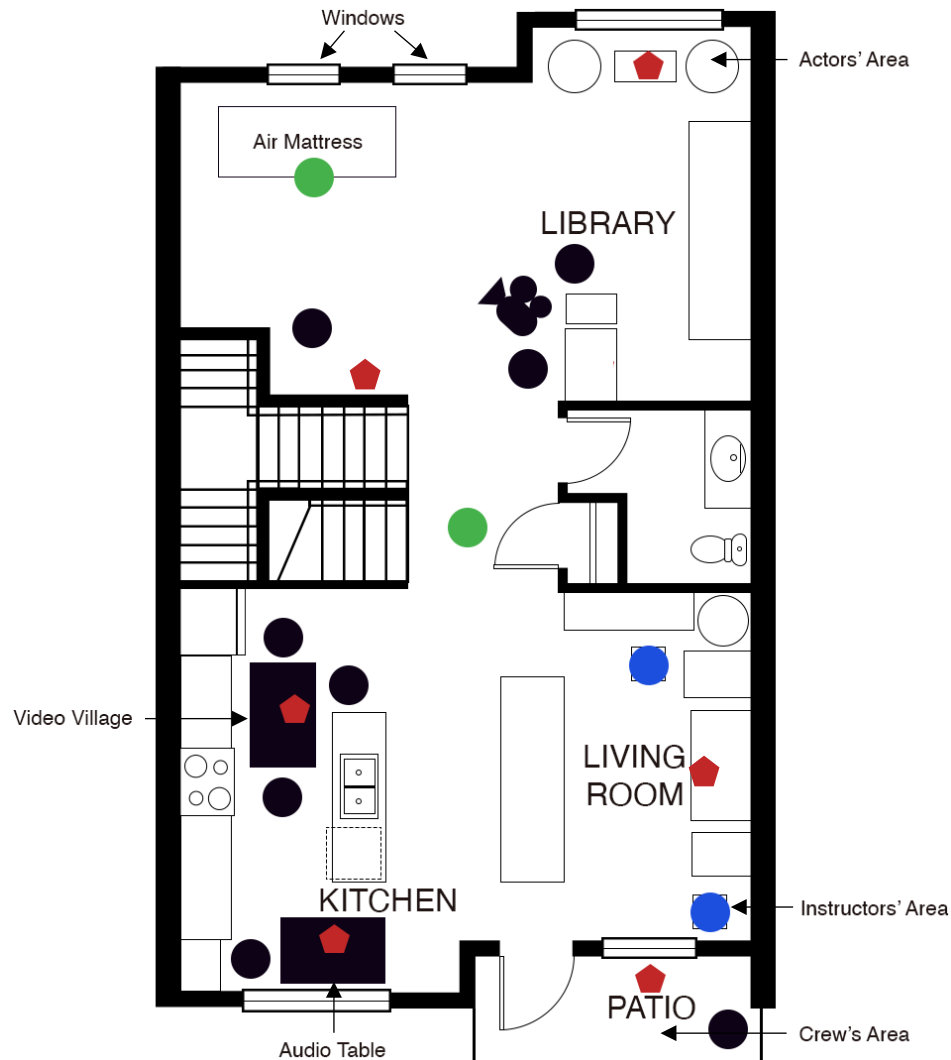
Jade starts in (what was formerly) the Dining Room, at the easel. Markus will rush from his table in the Library and into the Washroom. Alarmed, she goes to check up on him, and they move to the Living Room as they argue.

Departmental rotations will be in place to minimize contact between groups. When not needed on set, all parties will remain in their allotted areas, (Instructors in one side of the Library, Crew in Patio #1 or #2 and the Garage, and Actors in the other side of the Library.) Everybody will social distance and talk through radios or phones. The 3 crew not in shown will be in the Garage.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

### Staging – Set-Up 4

SCENES 6, 7 & 8 – Jade and Markus fight as she moves him into the Art Studio. They eventually make amends, and she leaves him food.



### Key –

- – Instructors
- – Crew
- – Actors
- ⬠ – Sanitization Stations
- Furniture

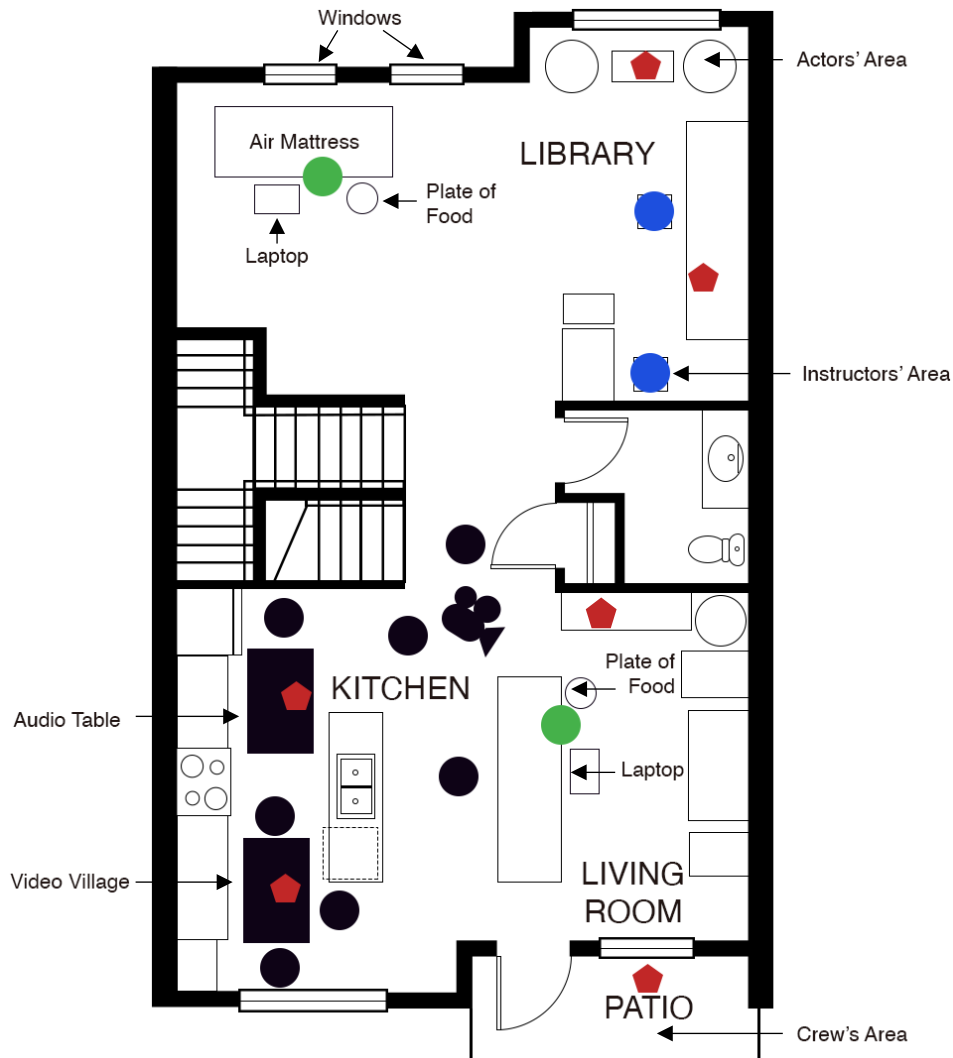
Markus enters the Art Studio to find Jade inflating an air mattress. They argue over their relationship, and Jade runs up the stairs while Markus falls asleep on the mattress. Later that day, Jade makes amends.

Departmental rotations will be in place to minimize contact between groups. When not needed on set, all parties will remain in their allotted areas, (Instructors in the Living Room, Crew in Patio #1 or #2 and the Garage, and Actors in the Library.) Everybody will social distance and talk through radios or phones. The 2 crew members not pictured in the diagram will be waiting in the Garage.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

### Staging – Set-Up 5

SCENES 9 & 11 – Jade sits on the couch in the Living Room during their video call date.



#### Key –

- – Instructors
- – Crew
- – Actors
- ⬠ – Sanitization Stations
- Furniture

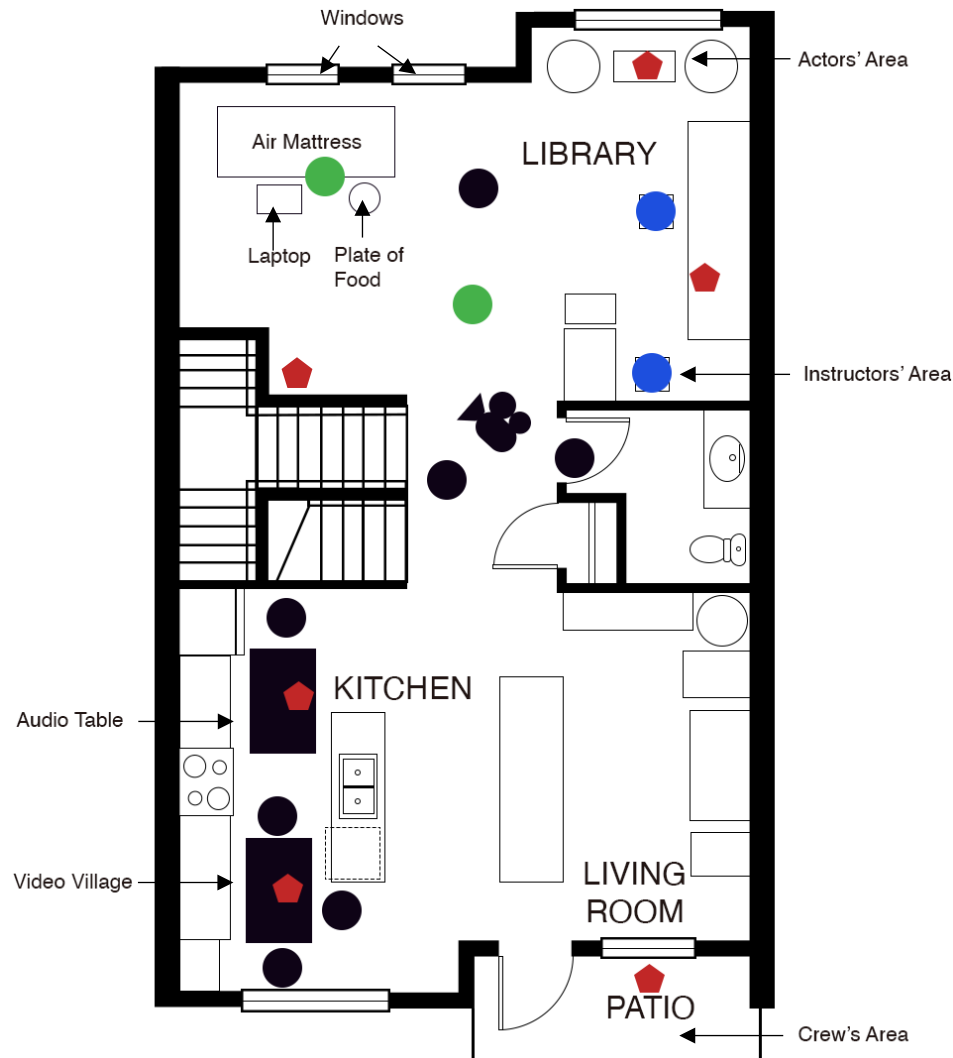
These scenes take place during Jade and Markus' video call date. As they are social distancing, Jade will be sitting on the couch in the Living Room with her laptop and food.

Departmental rotations will be in place to minimize contact between groups. When not required on set, all parties will remain in their allotted areas, (Instructors in one side of the Library, Crew in Patio #1 or #2 and Garage, and Actors in the other side of the Library.) Everybody will social distance and communicate through radios or cell phones. The 3 crew members not depicted in this staging diagram will be waiting in either the Garage or Patio #1.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

### Staging – Set-Up 6

SCENES 10 & 12 – Markus collapses during their video call, and Jade rushes to him.



### Key –

- – Instructors
- – Crew
- – Actors
- ⬠ – Sanitization Stations
- Furniture

As they talk during their video call, Markus will lose consciousness in the Art Studio. Jade runs in and finds him on the floor. Panicked, she calls 911, checks his pulse, and waits by the windows, where flashing red lights appear.

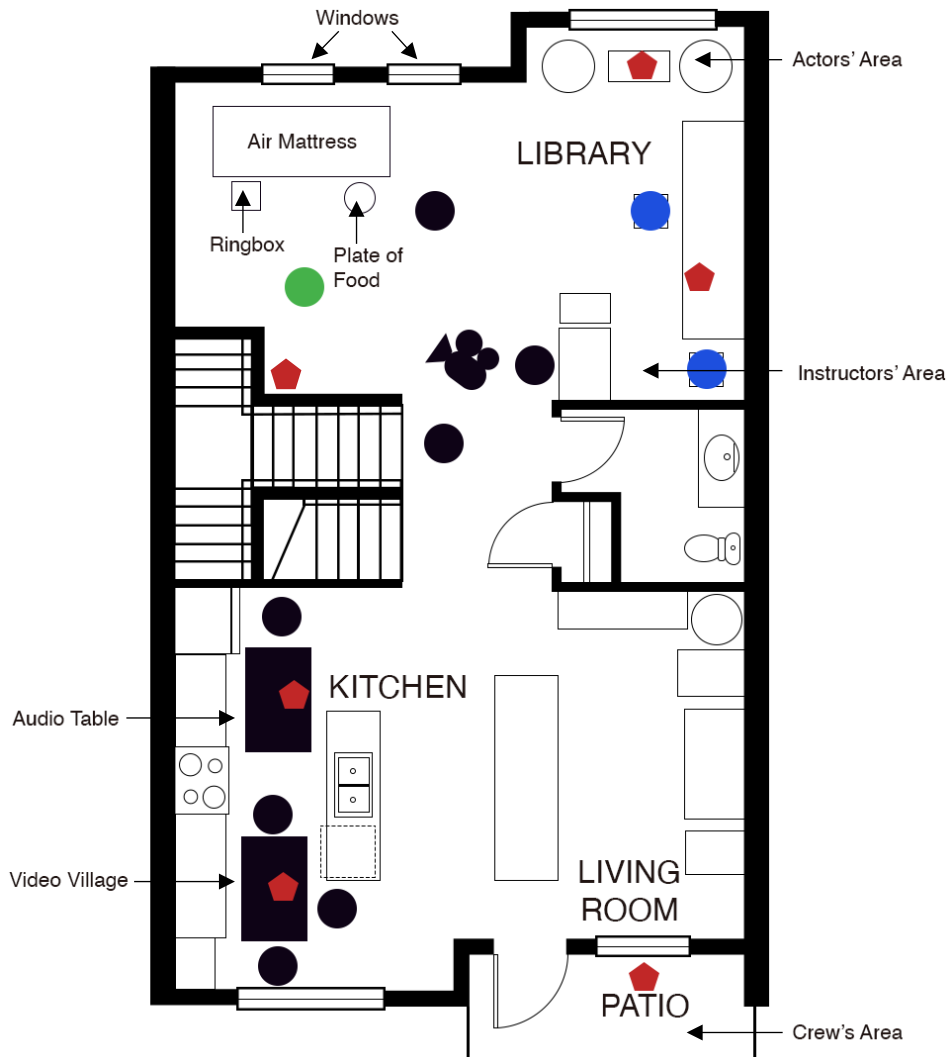
Departmental rotations will be in place to minimize contact between groups. When not required on set, all parties will remain in their allotted areas, (Instructors in the Living Room, Crew in Patio #1 or #2 and the Garage, and Actors in the Library.) Everybody will social distance and communicate through radios or phones. The 3 crew members not shown will wait in the Garage or Patio #1.



## COVID-19 SAFETY PLAN ACADEMIC SPACES

### Staging – Set-Up 7

SCENE 13 – The morning after their date and Markus' hospitalization, Jade cleans up in the Art Studio and finds the ring box.



#### Key –

- – Instructors
- – Crew
- – Actors
- ⬠ – Sanitization Stations
- Furniture

Alone, Jade cleans up around the Art Studio, picking up the abandoned dishes and tidying the askew furniture. She finds the ring box on the floor and opens it.

Departmental rotations will be in place to minimize contact between groups. When not required on set, all parties will remain in their allotted areas, (Instructors in one side of the Library, Crew in Patio #1 or #2 and the Garage, and Actors in the other side of the Library.) Everybody will social distance and communicate through radios or phones. The 3 crew not shown in the staging diagram will wait in the Garage, Patio #1 or Patio #2.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

### Pre-Production –

- This COVID-19 Safety Plan will be shared with the cast and instructors through emails, and with crew members through a Google Drive folder. A physical copy will be available on-set for reference.
- Crew meetings that do not involve hands-on learning or physical set-ups will be conducted online, either through Zoom or Discord.
- All students have done **BCIT's Student Awareness of COVID-19 and Pandemic Exposure Control Plan**.
- Paperwork will be distributed digitally. It will be shared with crew through a Google Drive folder, and with cast and instructors through emails. Physical copies of paperwork will not be available on-set.
- Call-times will be assigned to cast and crew. In order to limit unnecessary exposure to others, they will be explicitly told to arrive as close to their call-times as possible.
- COVID-19 safety procedures and location plans will be communicated to crew and cast via email at least a week before the shoot (by March 15<sup>th</sup>, 2021). Crew are urged to refer to **WorkSafeBC's Motion Picture and Television Production: Protocols for Returning to Safe Operation** and the resources available on the **Canada COVID-19 App** if they would like more information.

### Location Scouting –

- Location scouting is an important aspect of film-making. This process allows us to determine parking, room layouts and dimensions, staging diagrams, occupancy limits, outlets, the location of the circuit breaker panel, lighting fixtures, and more.
- We will scout with a reduced group (just the Producer, Director, and DOP) and take all necessary precautions (practicing good hand hygiene, wearing 3-ply disposable masks at all times, social distancing, and more). If occupancy limits have not yet been determined in those locations, crew members should stay at least 2 meters away from each other and have at least 35 square feet of space per person.
- Crew should retain information through digital means by taking notes and photos on their phones and other electronic devices. When possible, documents that require signatures should be PDF signed.

### General Production Guidelines –

- Before coming to set every day, instructors, crew, and cast should perform a self-check using the online **BC COVID-19 Self-Assessment Tool** and send screenshots that (include timestamps) of their results to the Producer, Mandy Kwan. If they begin to experience symptoms or come into contact with somebody who is a possible or confirmed case of COVID-19 at any point during production, they should stay home and immediately inform the Producer and Instructors.
- If instructors, crew or cast fail to do or send the results of their daily health check before arriving to set, they will be expected to wait outside of the location at a distance of at least 2m away from other individuals, do the self-check there, screenshot their results (which should include timestamps), and send the screenshots to the Producer. Then they will be allowed to enter the shooting location.
- At the door, the Producer, Jonas Diaz, will be checking the temperature of all cast, crew, and instructors with a non-contact infrared thermometer that checks temperatures via foreheads. This thermometer will be provided by BCIT. We acknowledge that body temperature is not an absolute indication for possibly having COVID-19 nor running a fever, and this is simply intended to be another health check, on top of the more comprehensive, symptom-based **BC COVID-19 Self-Assessment Tool**.
- If they do appear to have a high body temperature (above 99.7°F or 37.6°C according to the **Health Link BC site**), they will be asked to do a another health check with the aforementioned **BC COVID-19 Self-Assessment Tool**, before possibly being sent home to isolate and monitor for symptoms, depending on the results of their assessment.
- Crew and Instructors are required to wear 3-ply disposable masks for the entirety of the shoot. They will also wear face shields or safety glasses for eye protection. All PPE will be provided by BCIT Ops.
- Unplanned and unwarranted visitors to set will be turned away at the door.
- A digital record of who shows up to set every day and the times they arrive and leave at will be kept by the Producer.
- If crew members or instructors have travelled outside of BC within the last 14 days of the shoot, they will be told to stay home, quarantine, and to monitor closely for any symptoms if their 14-day isolation period is not over yet.

## COVID-19 SAFETY PLAN

### ACADEMIC SPACES

- Hand sanitizer with at least 70% active ingredient Ethanol and lined trash cans will be made available in areas with high traffic, (set, green rooms, equipment storage, video village, entrances, and break areas).
- To limit contact between different departments, certain departments will be working in rotations, (for example: Art Department will dress the set before Lighting comes on-set).
- Signs containing verified information on proper hand-washing and sanitizing strategies will be printed and put up in the washrooms and at sanitization stations.
- To minimize contact between people, we will use two-way radios and cell phones to communicate between different departments, crew and cast members when in different areas of the location.
- Reminders about general COVID-19 safety procedures, (social distancing, mandatory disposable mask policy, sanitization stations, etc.) will be brought up by our AD, Jonas Diaz, during daily safety meetings.
- Disposable masks and nitrile gloves will be made available on-set. Crew and cast will be advised of the guidelines around using disposable masks (proper disposal method in a lined trash can, changing them out every 4 hours or when they get wet, etc) and disposable gloves (proper disposal method in a lined trash can, changing them out frequently, storing them properly etc).
- Storage areas for the cast and crew's personal items will be separate and marked with signs. Cast will keep personal items in their green room, and crew will leave theirs in the garage. Both areas will be thoroughly cleaned at the start of each day, before and after meals, and at the end of the day by the Producer, Mandy Kwan. The lined trash cans in both areas will be cleared after meals and at the beginning of each day by Mandy Kwan.
- Cast and crew are urged to talk privately with the Producer if they have any concerns or questions regarding any of the listed procedures and execution of said procedures, or if they have any possible safety violations they would like to bring to the Producer's attention. All talks will be kept confidential, and your name and any identifying personal details will not be shared with other individuals.

### **Location Engineering Controls –**

- In areas with high traffic, (set, equipment storage, etc.), X's will be made on the floor 2 meters apart from each other to enforce social distancing and inform cast and crew of where to sit and stand.
- We will be bringing 6 “Clear Roll-Up Retractable Dividers” from BCIT Ops, and they will be set up to ensure that spaces such as the stairways and corridors will be one-way only. This is due to those areas only being able to have 1 occupant at a time. Some of the barriers will also be used to ensure that crew, cast, and instructors will maintain a distance of at least 2 meters apart from each other at all times, or to ensure that workspaces, workstations and other rooms will be able to support social distancing.
- Barriers will be cleaned once every hour by the COVID-19 Safety Officer, Jonas Diaz, and the Producer, Mandy Kwan.
- Signs containing the occupancy limits of each room will be posted on the walls of each room. Instructors Robert Nason and Karine Kotsubo, and COVID-19 Safety Officer, Jonas Diaz, are responsible for enforcing these occupancy limits.
- The entrances and exits of our shooting spaces will also be clearly marked with signs.
- One-way traffic flow patterns will be established in hallways and stairs and clearly marked with signs. This is due to social distancing not being possible as the corridors are very tight and should only have an occupancy limit of 1 person per corridor due to their limited space.
- Both washrooms will be marked clearly with signs and have an occupancy limit of 1 person per washroom.
- Rooms that are off-limits in our shooting location will be locked and clearly marked with signs.
- To allow for maximum air flow among rooms, some windows will be left open when not filming.
- UV lights will be borrowed from BCIT to sterilize rooms after every shooting day and during meal breaks.

### Cleaning –

- Areas will be decluttered ahead of time to remove unnecessary objects to make cleaning easier.
- Most cleaning will be performed by the Producer, Mandy Kwan, with the help of Department Heads, (Trey Hurst - Camera, Andrew McMillin – Sound, Jonas Diaz – AD & Safety Officer).
- Cleaning supplies such as disinfectant wipes, various cleaning solutions, isopropyl alcohol, microfibre cloths and disposable cleaning rags will be available. They will be kept in high traffic areas, (set, green rooms, break areas, equipment storage, video village, and entrances).
- Washrooms and Sanitation Stations will be checked at the beginning and middle of each day to ensure that there are ample supplies of hand soap, hand sanitizer, and paper towels.
- Crew and cast will be informed of the list of Set Dec and Props before arriving to set. Set Dec and Props will be thoroughly sanitized by the Production Designer, Joshua Torres, before and after the shoot. To limit contamination, only the actors and the Production Designer will be handling the Props. A small volume of production crew members, Jonas Diaz, Nathaniel Sese, and Mandy Kwan, will be assigned to deal with Set Dec.

### Eating –

- Cast and crew have designated separate break areas, (cast in the Library, and crew in the Garage and on the Patio).
- X's 2 meters apart from each other will be placed on the floor in all break areas. In order to social distance, cast and crew will be told to sit on chairs or stand on the X's as they eat.
- There will be no craft services offered on set. Cast and crew will be told to bring their own meals and cutlery, or order through a food delivery app and have food dropped off via contactless delivery. Information about local restaurants and reminders about bringing your own meals and cutlery will be included on the call-sheet and in production emails.
- Cast and crew will be told to bring their own resealable water bottles, as water bottles will not be offered on-set.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

- Cast and crew should sanitize their hands before and after eating. After meals are finished, food waste should immediately be thrown out. Hand sanitizer with at least 70% active ingredient ethanol and lined garbage bins will be available in all break areas.

### **Casting –**

- Casting will be done remotely; we will put out audition notices on [vancouveractorsguide.com](http://vancouveractorsguide.com) and various Vancouver Facebook casting groups. We will correspond with interested applicants through emails. Auditions, chemistry tests, table reads, and any future meetings with cast will be held on Zoom.
- In our audition notices, we will stress that we are only seeking actors who currently live in Metro Vancouver. We do not condone travelling amongst different regions of BC for our project, in accordance with the BC Provincial Health Officer's orders.
- The Writer and Director have already removed most instances of physical contact occurring between characters, to ensure our actors' safety. Cast will be warned during the audition process and in further meetings of scenes in the script where it is not possible to maintain social distancing, (i.e. holding hands, leaning in close). For another layer of safety, we are only casting for actors in the same bubble.
- Our COVID-19 safety precautions will be shared with applicants throughout the casting process. They will be informed of the risks associated with our project, (such as that they will be expected to take off their masks when rolling on camera.) If actors indicate a refusal to follow the safety guidelines, we will decline to work with them and look for other actors.
- As our film is set during the pandemic, the actors will be wearing gloves and masks during some scenes.

### **Cast-Specific Guidelines –**

- We will do our due diligence to ensure that our cast have not travelled outside BC in the last 14 days before our shoot, in accordance with the BC Provincial Health Officer's orders to self-isolate and monitor for symptoms if you have travelled outside of BC in the last 14 days. If they have travelled, they will be required to quarantine for 14 days.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

- Cast will wear 3-ply disposable masks at all times, including during blockings, rehearsals and when on stand-by, (with the exception of when we roll on camera).
- Careful blocking and specific camera angles will be used to cheat shots to make the cast seem to be closer together. Actors have the absolute right to refuse to perform in scenes if they do not feel comfortable doing so, and we will figure out an alternative.
- Cast will do their own hair & make-up with their own tools and supplies. They should sanitize or wash their hands after applying make-up or doing their hair.
- Cast will be asked to supply their own clothing for the shoot. If this is not possible, their costumes will be purchased and washed by the Production Designer, Joshua Torres, before the shoot.
- The Library has been designated as the green room for our cast. The green room will be cleaned by the Producer at the start of each day, before and after meals, and at the end of each day, with surfaces wiped down and trash emptied out. Hand sanitizer with 70% active ethanol and a lined garbage can will be available in the green room.
- All audio will be captured with boom microphones, to allow for social distancing between cast and crew.
- Cast will always be at least 2 meters away from crew and instructors at all times.
- When possible, we will attempt to source some props that the characters would interact with (for example: headphones,) from the cast. If this is not possible, set dec and props will be purchased new, or will be thoroughly sanitized multiple times by our Production Designer, Joshua Torres, before they will be interacted with.

### Transportation –

- Carpooling is prohibited, and crew and cast should travel alone in their vehicles if they are driving to set.
- Those taking public transportation to set should take wear a mask at all times during their journey, practice good hand hygiene, social distance from other passengers when possible, and take any other safety precautions they deem necessary.
- Digital transportation plans will be kept by the Producer, to track how everybody travelled to set.



## COVID-19 SAFETY PLAN ACADEMIC SPACES

- Hand sanitizer will be made available at the entrance of the location, and crew and cast should sanitize their hands before entering.

### Equipment Handling –

- Equipment will be transported from and to BCIT Ops by the same 3 crew vehicles. At BCIT Ops, crew should use the sanitizing stations before and after moving the equipment and must follow all COVID-19 safety protocols established by BCIT Ops.
- To limit exposure to others, specific gear will be assigned to crew members to ensure consistency in equipment handling. For example, only crew from the lighting department will help load and unload lighting kits, flags, gels, and other lighting gear.
- When loading and unloading gear from vehicles, crew should wait their turns with a minimum of 2 meters between each person.
- Crew should only touch, move, and use gear from their own department, in accordance with the chart below:

Department	Relevant Gear
Camera Operator & Camera Assistant	Tripods, Cameras, Camera & Monitor Cables, Dollies, Monitors
Director of Photography & Gaffer	Lights, C-Stands, Lighting Stands, Flag Kit, V-Mounts, Sandbags
Audio 1 (Sound Mixer) & Audio 2 (Boom Operator)	Boom Poles, Microphones, Sound Mixers, XLR Cables, Headphones
Producer, Director, Assistant Director	Miscellaneous, Video Village, Set Dec

- We will also be taking some gear from BCIT CARI Campus. Crew are still expected to adhere to all the same protocols. An Instructor and a maximum of 2 crew members will be there to pick up and drop off the BCIT CARI Campus equipment.
- If equipment is to be handled by more than one crew member, the equipment must be sanitized between each user. Generally, crew should sanitize their hands before and after using the gear and wipe down the surfaces of the equipment that they have touched.

## **COVID-19 SAFETY PLAN ACADEMIC SPACES**

However, if there is a piece of gear that is constantly being passed from one person to another, crew should use disposable nitrile gloves to protect their hands from the frequent sanitization of the equipment.

- Department heads have greater responsibilities and are expected to help sanitize their respective department's equipment. Andrew McMillin – Audio, Trey Hurst – Camera, and Mandy Kwan and Jonas Diaz – Production.
- Two-way radios, headsets and headphones will be assigned to individual crew members and labelled with their names.

### **Shooting –**

- To limit exposure to lots of people, we will be shooting in the home of a crew member, Tommy Gillis. Arrangements have been made with the Gillis family so that crew, cast, and instructors will not be encountering members of Tommy's family, nor any of the other residents living in the Argyle complex.
- The Gillis family has a dog, Sasha, but she is very well-behaved, and will be kept in the off-limit rooms when we will be at the location. She will not cross paths with any of the cast, crew or instructors. We have ramped up the frequency of our cleaning due to this.
- We will have social distancing of at least 2 meters between the actors and crew members at all times.
- Instructor Robert Nason will be provided with his own workspace, composed of a chair and table for his laptop. Crew and cast will not be allowed to use nor enter his workspace. However, the workspace may need to be moved around depending on the set-ups and shooting schedule. If his workspace does need to be moved, this will be done by Instructor Karine Kotsubo and Producer, Mandy Kwan.
- Video Village – Director, DOP, AD, Script Supervisor and Audio Table – Audio 1.

### **Rotations –**

- Crew have been divided into 3 different groups, in accordance to the 3 main phases of shooting: Blocking, Lighting and Filming.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

- When not needed on-set, crew are expected to remain in their hold areas, (Patio #1 – Max 3, Patio #2 – Max 1, and the Garage – Max 10). If crew members are unsure of where they should go to wait, they should just proceed to the Garage as it has a larger capacity and can fit the whole crew of 10.
- When waiting in a hold area, crew should not be right up against the door. They should leave a minimum of 2 meters between themselves, other people, and the exit. To promote this behaviour, X's will be placed on the floor 2 meters apart from each other.
- If a crew member waiting in a hold area needs to communicate with somebody in another area, they should be using either their radios or cell phones for that conversation instead of heading back in.
- Before rotating and leaving or entering set, crew are expected to make all necessary preparations, including bringing along needed gear and sanitizing their equipment. Other crew members will not be performing those tasks for them in the case that they forget to do so.
- Example Rotational System for Set-Up 1:

Blocking – Rotational System – Set-Up 1			
On-Set – Living Room, Kitchen & Stairs		Stand-By - Kitchen, Garage & Living Room	
2 – Actors	Living Room, Stairs	1 – Script Supervisor	Library – Video Village
2 – Director & DOP	Kitchen	1 – 2nd Assistant Camera	Library – Video Village
1 – Gaffer	Living Room	2 – Audio 1 & 2	Kitchen – Audio Table
1 – Camera Operator	Living Room	2 – Instructors	Dining Room Table
1 – 1st Assistant Camera	Living Room	1 – Production Designer	Garage
Total – 7 People		Total – 7 People	

## COVID-19 SAFETY PLAN ACADEMIC SPACES

Lighting – Rotational System – Set-Up 1			
On-Set – Living Room, Kitchen & Stairs		Stand-By - Kitchen, Garage & Living Room	
2 – Stand-Ins/Actors	Living Room, Stairs	1 – Script Supervisor	Library – Video Village
1 – Gaffer	Kitchen, Living Room	1 – Director	Library – Video Village
1 – DOP	Kitchen, Living Room	1 – Audio 1	Kitchen – Audio Table
1 – Camera Operator	Hallway	2 – Instructors	Dining Room Table
1 – 1st Assistant Camera	Living Room	1 – Audio 2	Garage
1 – 2nd Assistant Camera	Living Room	1 – Production Designer	Garage
Total – 7 People		Total – 7 People	

Filming – Rotational System – Set-Up 1			
On-Set – Living Room, Kitchen, Hallway & Stairs		Stand-By - Kitchen, Garage & Living Room	
2 – Actors	Living Room, Stairs	2 – Director & DOP	Library – Video Village
1 – Camera Operator	Hallway	1 – Script Supervisor	Library – Video Village
1 – Audio 2	Living Room	1 – Audio 1	Kitchen – Audio Table
		2 – Instructors	Dining Room Table
		1 – 1st Assistant Camera	Garage
		2 – Gaffer & 2nd Assistant Camera	Garage
		1 – Production Designer	Garage
Total – 4 People		Total – 10 People	

### Post-Production –

- Post-production crew members will work either from home or in BCIT SE10 editing suites. If working in SE10 computer labs, crew are expected to follow all BCIT COVID-19 safety precautions and to book their own editing suites. Occupancy limits for SE10 editing suites have been established and posted in all rooms by BCIT admin, and crew are expected to abide by these limits.
- Editors will provide their own headphones, hard-drives and other necessary equipment for themselves. They will not be sharing them with other crew members, and they are responsible for sanitizing their own equipment. Editors are responsible for sanitizing their editing stations before and after each use.
- At the end of the shoot, all audio and video files will be transferred and backed up onto all post-production crew members' hard-drives. Our Editor, Andrew McMillin, will be responsible for collecting all hard-drives and SD cards, and transferring and backing up all of the media. He will use his personal computer for this task.
- When possible, delivery of materials and deliverables will be done digitally by transferring the files through We-Transfer, Dropbox or Google Drive. If materials need to be handed into BCIT's Editshare cloud server, the Editor and Assistant Editor, Kyler Jackson, will do so.
- When possible, feedback and approval on cuts will be provided remotely through emails and Zoom meetings.