

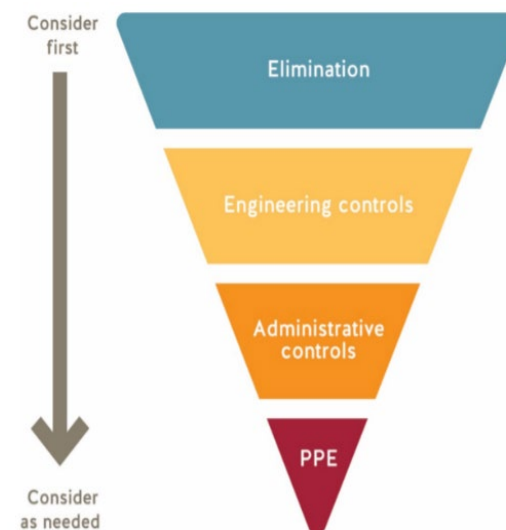


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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

CONTACT INFORMATION

Course/Program Name:	BCST 4120 – Television and Video Production		
Proportion of program offered on campus:	Project: Original Shorts		
Start date:	March 29 th , 2021	End date:	May 31 th , 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:	Andrew Renowitzky Gonzalez	Student	April 12, 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>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
Centre for Applied Research & Innovation (CARI) BCIT, Burnaby Campus	C-1107 (1500 ft. ²)	Set/Personal Article Storage	14
	1049 (Male WC)	Washroom	1
	1050 (Female WC)	Washroom	1
	1108 (Storage)	Equipment Storage	2
SE10 BCIT, Burnaby Campus	Parking Lot P12 (3000 ft. ²)	Set/Breakout Area	14
	169 (Female WC)	Washroom	1
	176 (Male WC)	Washroom	1

COVID-19 SAFETY PLAN ACADEMIC SPACES

	228 (Storage)(52 ft. ²)	Equipment Storage	1
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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).

This 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, BCST 4120. Filming on campus allows the use of the Centre for Applied Research & Innovation (CARI), where there is adequate spacing to maintain a properly distanced and secure filming environment, as well as having full control of the location and space. Filming on the parking lot outside of SE10 also allows room for social distancing with minimal limitation, as the large spacing limits the restriction of movement.

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.

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 ssemo@bcit.ca.

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#	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):
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"/>	Touchless water bottle filling stations available in CARI and water fountains in SE10 have been put out of service
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</u>
10.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breaks will be taken outside; 2 metre distance to be maintained. If yes, what control measures are in place to maintain physical distancing? Occupancy Limit <u>14</u> If there is an occupancy limit, is sign posted? Y <input 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"/>	Breaks will be taken outside; 2 metre distance to be maintained. If yes, what control measures are in place to maintain physical distancing? Occupancy Limit <u>14</u> If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/>
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
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"/>	

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
SIGNAGE (ADMINISTRATIVE) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i>					
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"/>	<i>Please list: Entrance only, Exit Only, Wear a mask</i>
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"/>	<i>How will compliance be checked: All students will be required to show their Statement of Completion to check for compliance.</i>
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"/>	<i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here.</i>
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"/>	<i>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.</i>
30.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
31.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All supplies asked for prior to class. Workspaces will not be stocked with supplies (pen, paper, etc.).</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>

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Each piece of equipment has their own person assigned to it. However, there may be events where pieces of gear may be shared by multiple departments (tape, cable, etc.) or events such as loading or unloading equipment into vehicles. In these instances, crew members must sanitize their hands before and after utilizing gear, and all gear will be wiped down between uses by their designated department heads.</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: Common touch points and tools/equipment will be wiped down between uses.</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: In the event of someone experiencing flu-like symptoms or come into contact with somebody who has been diagnosed with COVID-19, the producer and the instructors must be contacted right away. Instances of missed assignments and activities can be arranged with the instructor, Robert Nason. Crew roles may need to be performed by another crew member. Students with any illnesses must rest until they're in full health and recovery, as their health is a priority.</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"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>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):</i>

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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): PPE to be used: Face masks, shields, gloves, hand sanitizer and disinfectant wipes
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). FCD Work Request Number: 14568554
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: : Face masks, shields, gloves, hand sanitizer and disinfectant wipes
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: (CARI - 1049 & 1050) 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: (SE10 - 176 & 169) 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): Location(s) (CARI – 1107) Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> (SE10 - 100A Lobby) Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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"/>	<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></p> <p><i>All team members will have equipment specifically designated to them. They will be responsible for cleaning them as well. Both equipment and touched areas should be cleaned before and after filming. Shared equipment will also be sanitized after use. Department heads have the responsibility of ensuring the procedures are done every few hours.</i></p>
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Who will clean: Facilitated by the COVID safety officer.</i></p> <p><i>Where is the storage: Personal articles will be stored in CARI C-1107</i></p>
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"/>	<p><i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i></p> <p><i>Inspections will be done by the instructor, Robert Nason, who will be there during the entire shoot. Dates are as following: April 12th – 15th and April 19th – 22nd. Inspections will be conducted at least twice a week.</i></p>
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"/>	<p><i>Who conduct the audits and how often?</i></p> <p><i>Audit inspections will be done by the instructor, Robert Nason, who will be there during the entire shoot. Dates are as following: April 12th – 15th and April 19th – 22nd. Inspections will be conducted at least twice a week.</i></p>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.



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Manager	Name Kevin Wainwright	Position Associate Dean	Date April 12, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date April 24, 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



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Pre – Production

1. Documents and paperwork will all be sent digitally through email to the instructors and shared between crew members by a Google drive folder. All paperwork requiring signatures must be signed individually and scanned as there will be no paperwork available on set.
2. All students are required to have done the *BCIT's Student Awareness of COVID-19 and Pandemic Exposure Control Plan*.
3. Crew meetings that do not require hands-on instructions or physical set-ups will take place online through Zoom or by telephone. Call sheets and locations will also be communicated online through email a few days prior to setup/shoot dates.
4. All members of cast and crew are required to self-check and ensure that they are free of any symptoms of illness. BC's COVID-19 Self-Assessment Tool is available to cast and crew members to check for symptoms.
5. All members experiencing symptoms or have come in contact with someone that poses as high-risk are required to self-isolate and inform the Producer and instructors.
6. COVID-19 safety procedures will be discussed prior to the shoot date (April 13th, 2021) with cast and crew members. Documents such as **WorkSafeBC's Motion Picture and Television Production: Protocols for Returning to Safe Operation**, **BCIT's Go Forward Plan**, and the **COVID-19 Safety Plan for Academic Spaces** will be shared with all group members. More information can also be found on the **Canada COVID-19 App**.

General Production:

1. Crew members and Instructors are required to have masks on at all times. Cast members are only permitted to take off masks during filming.
2. Sanitizing products and any other safety equipment will be available on location. These include hand sanitizing stations, disposable face masks, disinfectant wipes, and disinfecting sprays. All signs containing verified information regarding proper hand washing and sanitizer usage will be posted in their designated areas. All areas with high points of traffic, such as break rooms or entrance/exit points, will have these products at their predetermined stations.
3. Food and drinks will not be provided on set. Please ensure to bring own food and beverage arrangements as well as eating in designated areas or outside in an open space if permitted. Proper social distancing is required during lunch breaks and a trash disposal must be available.
4. UV lights will be requested prior to shoot days to sterilize rooms where there are no windows or proper ventilation.
5. Our COVID Safety Officer, Ona Liu, will give reminders on COVID-19 safety procedures (social distancing, face mask policy, sanitizer stations, etc.) during daily safety meetings. A radar temperature gun will also be used to check temperature of each cast and crew

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member; this however will not be a replacement for self-assessments or determining the well-being of a crew member from the COVID safety officer, this is an extra layer of safety.

Casting:

1. All casting sheets will be posted online, mainly through various Vancouver casting Facebook pages.
2. Communication will be done through emails or over the phone. Auditions will be sent through email, and table reads/meetings will be done over Zoom.
3. Cast members will be informed of the safety guidelines in place for production and will have to confirm that they have not travelled outside of BC within the last 14 days. If cast members have travelled outside BC in the past 14 days, they must self-isolate in accordance with provincial health's orders and may be subject to having their role re-cast.
4. Face masks will be required during rehearsals, blockings, and when cast members are on standby. Cast will be informed that masks will be asked to be taken off during the shoot and they will be warned of the risks. Based on these grounds or other possible developments, potential cast have the right to refuse to perform if they do not feel comfortable.
5. Makeup and hair modifications are to be done by the cast member. Wardrobe will mainly consist of the cast member's own clothes, however, should any additional wardrobe be required, the cast members are asked to purchase their own costumes.
6. Call-times for cast will be set accordingly so as to only be required during the shoot and not during set-up or when striking.
7. They will be asked to remain outside of the buildings in the breakout areas while they are on standby.

Transportation Arrangements

1. When possible, all crew and cast members are encouraged to use private vehicles as their main mode of transportation. However, carpooling is not recommended.
2. Equipment will be loaded onto the crew's vehicles. Whenever possible, crew who are designated to handle their own gear must load their own equipment (permitting the vehicles load capacity) in order to minimize cross-handling of other crew members' gear.
3. All cast or crew members using public transit are responsible for wearing a face mask, carrying hand sanitizer, and following all necessary safety precautions.

Loading, Unloading, and Handling of Equipment

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1. Both common touch points and equipment must be wiped down before equipment is loaded into the crew's respective vehicles.
2. When loading and unloading equipment, crew members will be classified by their department to help each other out, prioritizing their own gear. There will also be a coordinated method to load/unload equipment to avoid a major influx of people in any given area.
3. If more than one person handles certain gear, it is required that the equipment must be sanitized before it is passed to another person. If gear is being frequently handled:
 - a. Sanitize hands before and after touching equipment.
 - b. Wipe down handles and touched surfaces of the equipment before and after handling.
 - c. Headphones and microphones will not be shared. Boom microphones will be used for recording the cast which will be placed from a distance.

Location Scouting

1. All locations will be surveyed by the designated crew members prior to location. This will be done to determine room layouts, camera/crew blocking, electric outlets available, and any other related elements. The crew conducting location tech surveys will be limited to avoid unnecessary large groups.
2. During the scouting process, extra caution must be upheld in that location. This includes avoiding surface contact or disinfecting touched surfaces.
3. Occupancy limits will be upheld according to capacity allowed for each location. Social distancing will be mandatory, especially all closed rooms where spacing is more limited.
4. Any notetaking must be done electronically. Pictures are encouraged. Any contracts must be done digitally as well if possible.

Department Area

1. A video village (separate monitor for director and crew) and audio equipment will be situated in their own designated areas within each location.

Flow of Traffic, Signages, Markers

1. All entrances and exits will be marked clearly for cast and crew members, as well as occupancy capacities outside of any closed room. All scenes shot in an open space will not have any signage, however cast and crew must remain a two-meter distance from one another when moving from one area to another.

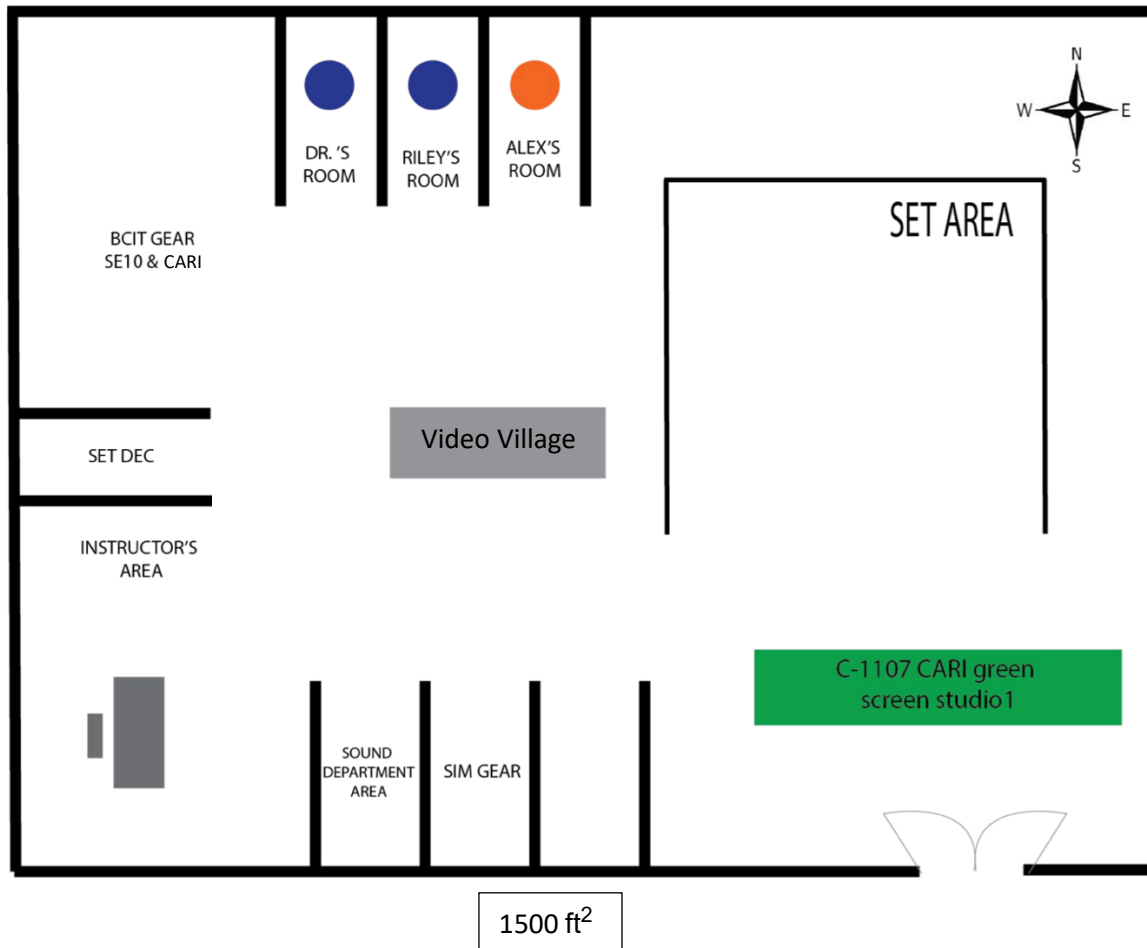
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Production: CARI C-1107 Green Screen Room

Dates: April 13th- April 14th, 2021 (Tuesday to Wednesday)

Floor Plan:

Legends: Thin black lines – Wall Flats, Thick black lines – Large Plexiglass on Wheels, Grey rectangle – Instructor's Desk and Video Village



Space Breakdown:

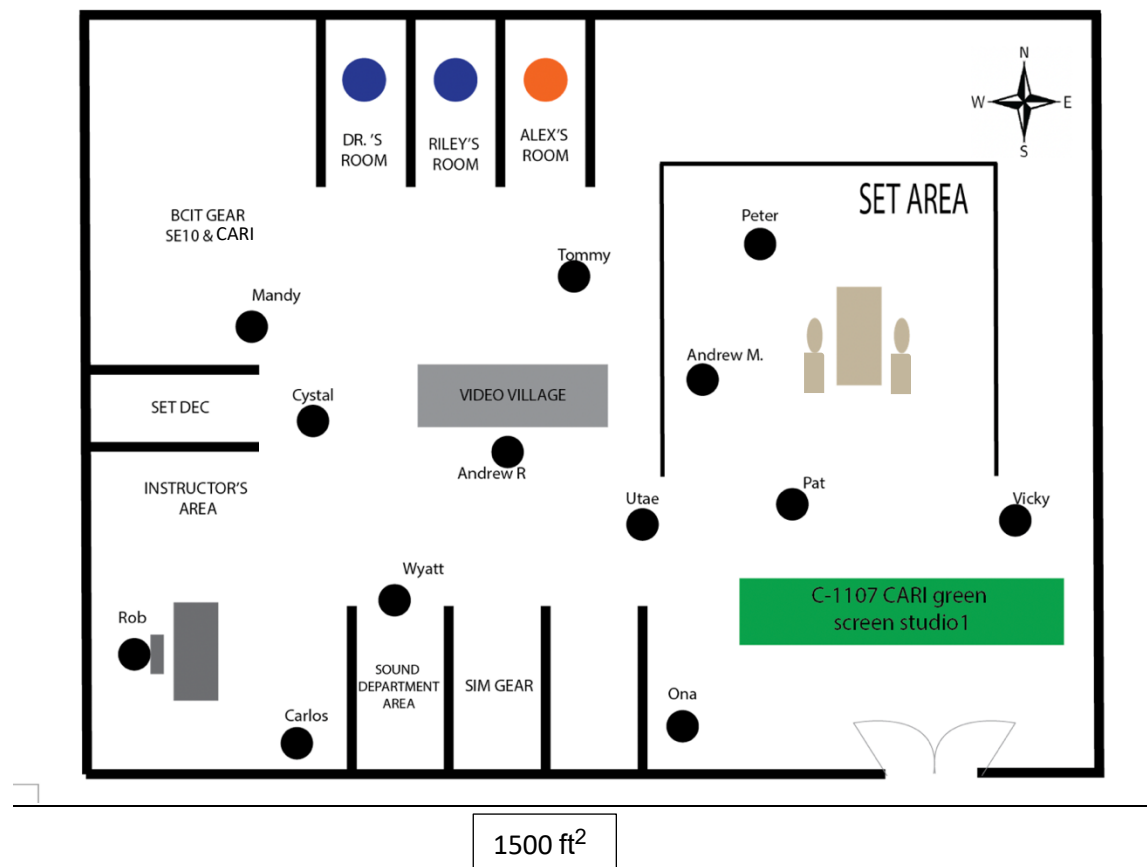
- During crew and cast lunch breaks, the room is to be exited and locked until the allotted time. No food or drink will be permitted in CARI C-1107.
- All cast and crew must maintain adequate social distance, as well as routine sanitizing of hands and equipment.
- Personal articles are allowed to be kept inside CAR C-1107 until the end of the shoot. Afterwards, all personal articles must be taken from the room
- Areas will be divided off with portable large sheets of plexiglass on a wooden frame with wheels.

COVID-19 SAFETY PLAN ACADEMIC SPACES

Set Breakdown: Setup 1

SCENE: Alex in the private room.

Legends: Thin Black Lines – Wall Flats, Thick Black Lines – Large Plexiglass on Wheels, Grey Rectangle – Instructor's Desk and Video Village, Black Circle – Crew member, Light Brown Rectangle – Set Table, Light Brown Figures – Cast member



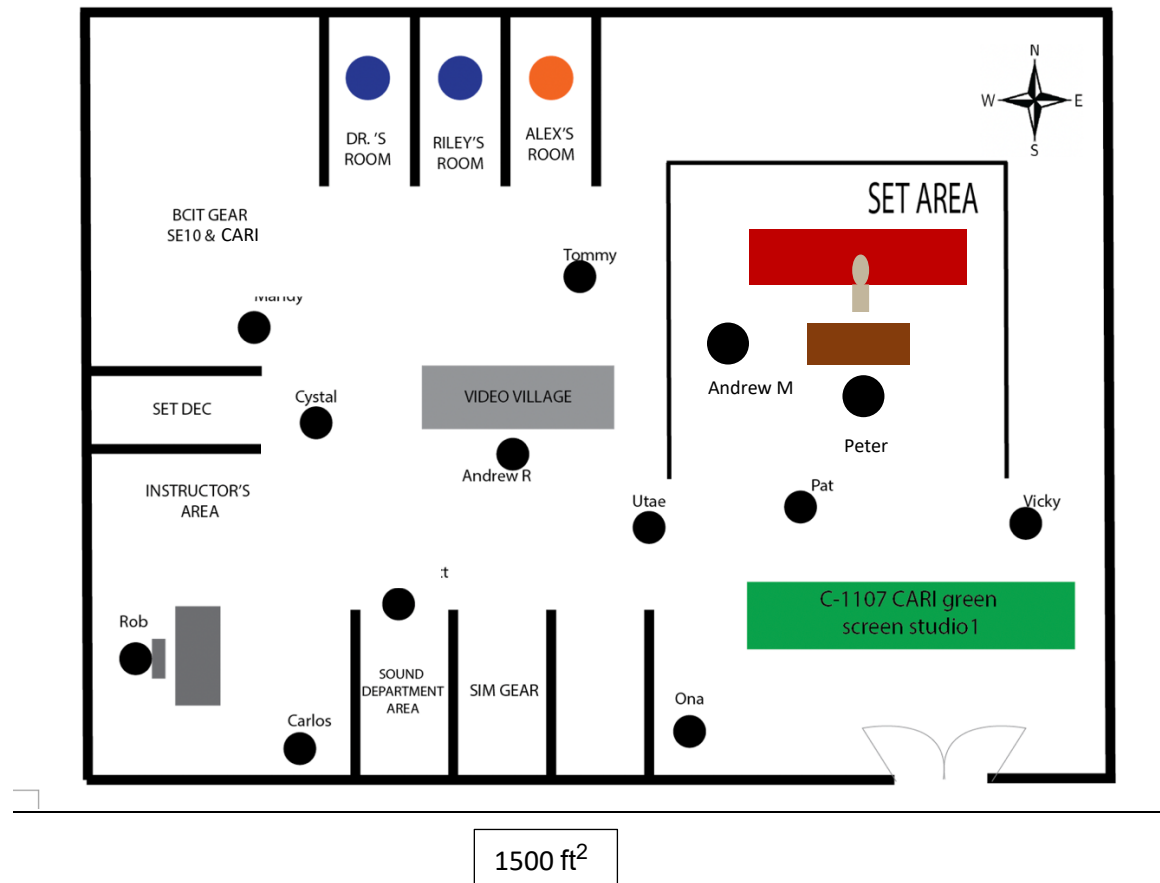
In this setup, there will only ever be 1-2 cast members at any given point on set. Social distancing will be in effect, any crew members not needed within the area will be asked to stay in their designated areas to avoid a large gathering of people. Actors have been notified that they will be performing without their masks, however there will be enough space between actors to have a proper amount of distance. All other actors not required on set will be scheduled for a later time or remain in their appointed space. Camera setups may change, but proper space will still be maintained.

COVID-19 SAFETY PLAN ACADEMIC SPACES

Set Breakdown: Setup 2

SCENE: Riley talks to camera in living room

Legends: Thin Black Lines – Wall Flats, Thick Black Lines – Large Plexiglass on Wheels, Grey Rectangle – Instructor's Desk and Video Village, Black Circle – Crew member, Brown Rectangle – Set Table, Light Brown Figure – Cast member, Red Rectangle - Couch



- In this setup, only 1 actor will be required on set.
- Riley will be sitting on a couch talking to the camera to make a pre-recorded message for Alex. The actor will not need to move from his area; however, he will be either sitting down or standing up.
- Camera will be stationary, therefore only one setup will be necessary.

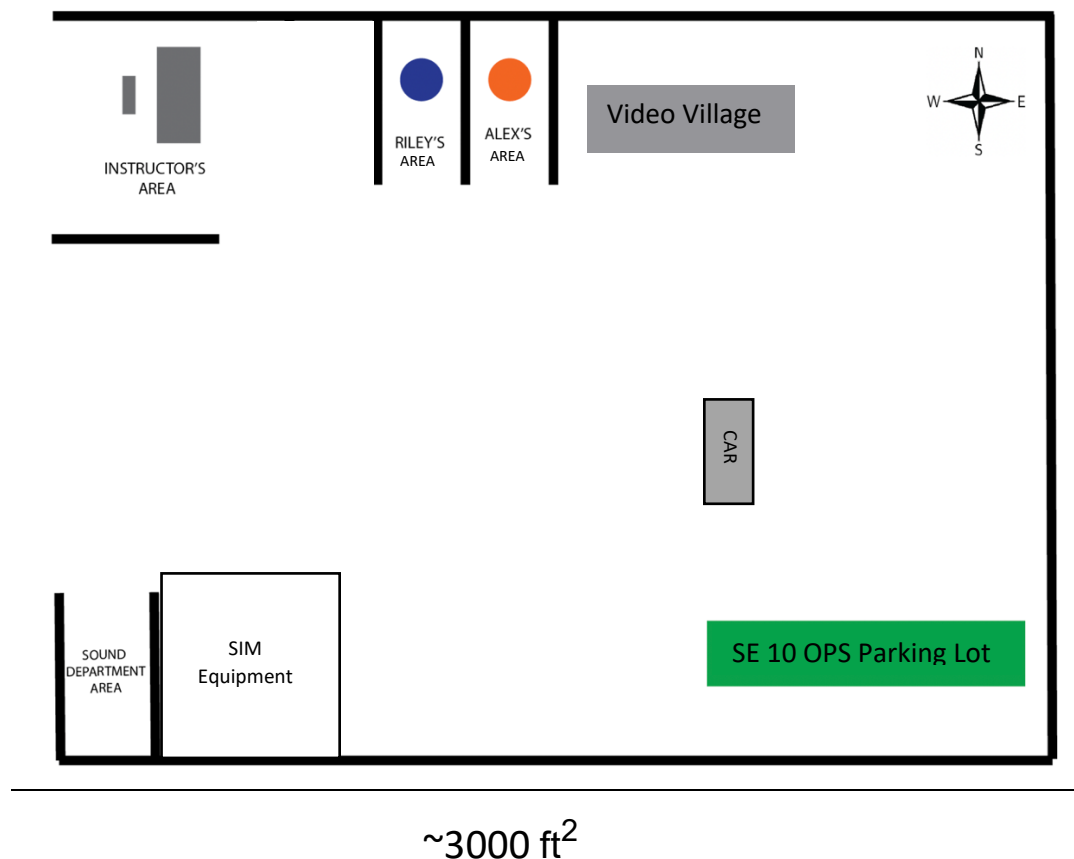
COVID-19 SAFETY PLAN ACADEMIC SPACES

Production: SE10 Parking Lot

Dates: Friday, April 15th, 2021

Floor Plan:

Legends: Thick Black Lines – Large Plexiglass on Wheels, Large Grey Rectangle – Instructor's Area and Video Village, Small Grey Rectangle – Car, Large Square – Pop Up Tent



Space Breakdown:

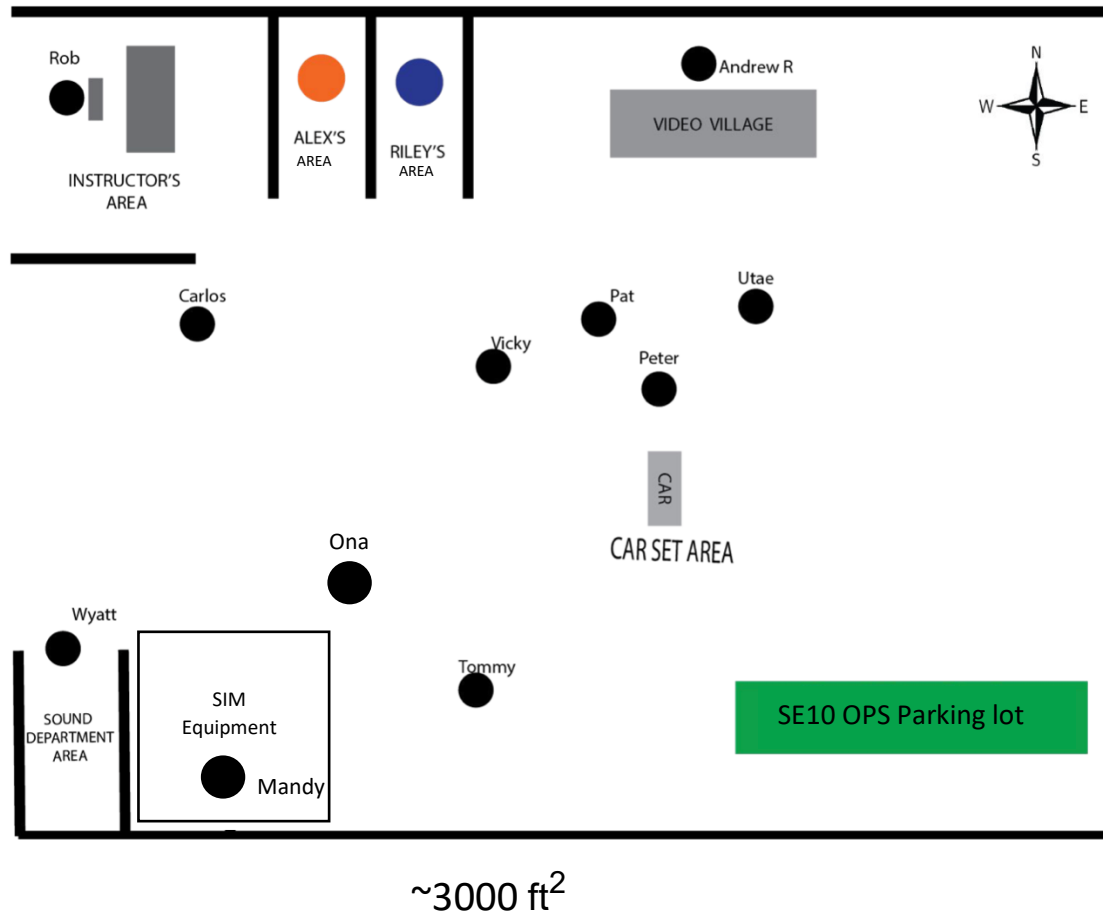
- Equipment will be stored outside of the SE10 Parking Lot
- 1-2 cast members will perform a scene within the car, but the car will remain parked. A portable green screen setup to simulate movement in post-production.
- Crew members not directly involved on set will stay within their designated space.
- Access to SE10 will only be required for washrooms or for overnight storage, all other areas must remain outside of SE10 including break areas.
- Areas will be divided off with portable large sheets of plexiglass on a wooden frame with wheels.

COVID-19 SAFETY PLAN ACADEMIC SPACES

Set Breakdown: Setup 1

SCENE: Car crash scene with Alex and Riley, final scene with Alex in car.

Legends: Thick Black Lines – Large Plexiglass on Wheels, Large Grey Rectangle – Instructor's Area and Video Village, Small Grey Rectangle – Car, Large Square – Pop Up Tent



This setup will require Riley and Alex to be inside the car, where a simulated car accident is about to occur (done with practical lighting to simulate car headlights). In order to remain socially distanced, each actor will have their scenes shot separately and will then be edited to appear to be in the car at the same time. Crew members and instructors will remain in their designated areas. There is enough space within the lot to maintain proper social distancing, and movement while moving to the next scene will be minimal. Camera angles may change according to the scene, but social distance will be maintained.

COVID-19 SAFETY PLAN ACADEMIC SPACES

Post-Production & Delivery

1. All members with post-production roles editing in BCIT's SE10 production suites are responsible for following all the safety protocols and procedures, as well as being held responsible for their own bookings. All equipment required for completing their duties are also held responsible by each respective member (i.e., headphones, laptops, etc.). All stations must be sanitized before and after usage.
2. Material delivery will be done electronically whenever possible. 1-2 designated crew members will be responsible for uploading materials to BCIT's EditShare server.
3. Post-production crew members must bring their own hard drives to transfer material at the end of the shoot. Our editor, Peter Yuzyk, will be in charge of handling/sanitizing all other hard drives from the post-production crew. If possible, a shared storage cloud will be used to upload the data in order for other crew members to access without risk of contact.