THE NEW NORM GUIDELINES AND CONSIDERATIONS

To ensure the health and safety of our talent and crew, as well as the integrity of our shoot, Versatile will be taking a new approach to production. We will adhere to all federal, state and local guidelines which include, social distancing, hygiene protocols, staffing & operations and cleaning & disinfecting.
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LIVESTREAM PRODUCTION - VIDEOS
• Please note that you may be asked to consent to testing + provide health information to employer prior to shoot
• All attendees will be encouraged to bring and provide own PPE, but VS will always supply if necessary
• On Set Sanitation stations including hand washing/hand sanitizer will be provided throughout location
• Provide periodic sanitation of high touch areas
• Disinfectant wipes will be easily accessible

Please be diligent in your practice of new guidelines to keep all shoot attendees safe + healthy
Be aware that these additional safety measures + new procedures will add time to the project. Please be flexible with production calendars and timelines
Be considerate of certain creative or logistical adjustments that may need to be made during this time
Partner with us to ensure the health and well being of all shoot attendees
PRE PRODUCTION PROCEDURES

SCHEDULING + TESTING

- **Scheduling**
  - Pre Production Meetings to be held remotely via video conference when possible
  - Prelight, shoot + strike days will be scheduled in a way that limits number of people on set
  - We will consider crew’s immune health when scheduling length of shoot day

- **Testing + Health Documents**
  - Crew may be asked to submit health information prior to the shoot
  - Crew may be asked to consent to testing for COVID-19 prior to the shoot
  - As it can take several days to receive test results, please plan accordingly
ON SET PROCEDURES

CALL TIMES & ARRIVAL

• Social Distancing + Limiting Capacity
  • All productions will limit number of personnel on set
  • Remote video village + client oversight when possible
  • Barriers + pathways will be created on set designed to maintain distance of 6 ft between personnel

• Call Times + Check In
  • Call times will be staggered by department
  • Upon arrival, check in protocol will include:
    • Check-in with Set Medic for temperature check + review of hygiene protocols
    • PPE review + distribution if necessary
    • Hand washing/sanitation station
    • Any additional precautions deemed necessary for any particular location/shoot

• Signage
  • Versatile Studios will provide clear signage to assist attendees in following COVID-19 protocols
  • Get Familiar with our Signs
PPE & SAFETY
PERSONNEL

EQUIPMENT & COMPLIANCE

• Personal Protective Equipment
  • All attendees will be required to wear masks on set.
  • All crew members will be encouraged to bring their own PPE to shoot location
  • Versatile Studios will always have available PPE to distribute as necessary
  • VS will supply adequate disposal for used PPE
  • Production will implement procedures in accordance with all federal, state and local guidelines.

• Personnel
  • On set Medic
  • Compliance officer
  • PA dedicated to keeping all surfaces sanitized + managing incoming deliveries
• Please reference call sheet for below symbols to identify personnel

ON SET MEDIC
COMPLIANCE OFFICER
SANITIZATION PA
LOCATIONS & TRANSPORTATION

NEW POLICIES

Locations & Studios

- Allow additional time for permit processing
- Map out crew entrances, exits + pathways
- Ensure clean work environment - all shoot locations will be disinfected and thoroughly cleaned prior to crew arrival
- Keep set closed. No nonessential visitors will be permitted entry
- Scout locations virtually if possible

Transportation

- Limit vehicle capacity | More shuttle trips to maintain distance between riders
- Assign specific driver to each vehicle
- Disinfect vehicles after each drop off
- Keep Windows open for ample ventilation (weather permitting)
- Self-reporting to set will be encouraged when applicable
CATERING & CRAFT SERVICES

NEW POLICIES

• Catering + Meal Times
  • PPE must be worn at all times when prepping + handling food
  • Stagger Meal Times
  • Consider individual boxed meals or food truck service
  • Provide ample space for meal times that allow for proper distancing. Serve outdoors is possible
  • Washing/Sanitation station will be provided near meal area

• Craft Services
  • Individually packaged snacks
  • Refill water bottles at contactless dispensers
  • Washing/Sanitation station will be provided near crafty area
Every department will have an assigned colored wristband to help compliance offer + other attendees identify each dept (see graphic)

- **Equipment + Production Supplies Handling**
  - Assign tools, duties + supplies to specific crew members. Avoid direct handoffs
  - Specific departments are responsible for handling their own gear
  - Departments + Individuals are responsible for sanitizing their own EQ
  - No walkie talkie sharing
  - Sanitize replacement batteries between uses

- **Camera Dept**
  - Camera Equipment is to be handled by camera dept ONLY
  - Work with Camera House to ensure that rental, pickup + drop offs are in line with safety guidelines and procedures
WARDROBE & ART DEPT

SANITATION GUIDELINES

- Wardrobe Dept
  - PPE must be worn during person to person contact with talent
  - Masks are required. Face shields are strongly recommended
  - Only stylist + individual talent are to handle wardrobe when possible
  - Encourage use of rental houses/online shopping for wardrobe pulls
  - Wear PPE when visiting any rental houses or retail stores
  - Allow additional time for delivery delays
  - Review all vendor return/exchange policies
  - Encourage remote wardrobe reviews via video conference
  - Sanitize all accessories, jewelry, handbags, etc between uses. We will have a UVC Sanitizer on set
  - Arrange for talent to arrive in their own wardrobe when possible
  - Used wardrobe should be bagged up individually by talent

- Art Dept
  - Allow additional time for pickup + drop off deliveries
  - Receive approval from agency/client prior to shoot date
  - Consider additional prep + strike days to limit crew size
  - Allow additional time for props to be sanitized before and after each handling by talent
  - Coordinate handling of accessories with wardrobe dept to limit exposure
GLAM TEAM

SANITATION GUIDELINES

• Hair & Makeup
  • PPE must be worn during person to person contact with talent.
  • Masks are required. Face shields are strongly recommended
  • Provide additional space + partitions between HMU stations. Only 1 talent per station at a time.
  • Each station is to be sanitized between each talent
  • Disinfect all reusable tools and equipment between each use.
  • Assign tools to individual talent to be kept in separate bags for the duration of the shoot. When this procedure cannot be accommodated, use single use brushes and applicators.
  • Talent is to wear a mask whenever possible (ex. hair styling, eye makeup etc)
  • Talent will be required to remove their own makeup to limit unnecessary contact.
TALENT & CASTING

PROCEDURES

• Talent
  • Consider alternative shot set ups/angles to allow for maximum distance between talent
  • All necessary documents (payroll, sign in etc) to be distributed and collected digitally
  • Maintain distancing guidelines and sanitation procedures in any talent holding areas
  • Consider limiting the number of extras
  • All talent is to wear PPE on set whenever possible

• Additional Considerations: Minors
  • Allow additional time for permit review + approval
  • Notify guardians to not bring non essential persons to set
  • Provide PPE that fits minors
  • Provide ample space for schooling
  • Avoid doing HMU on set unless absolutely necessary

• Casting
  • Encourage remote casting sessions and callbacks when possible
  • If we must have in person casting, set up studio to ensure each talent + attendee can maintain 6ft distance from one another. Talent must honor their scheduled appointment time to be seen
  • Use digital means to sign in talent, gather sizing info and distribute any materials, questionnaires etc
  • Minimize number of personnel in contact with talent
  • Include wardrobe specs early in process to encourage use of talent’s own wardrobe for shoots
  • Client/agency should always select backup talent in the event that the hero talent falls ill
  • Consider private, outdoor casting facilities
Versatile will have the capability to broadcast live feeds from on set cameras strategically placed throughout the set. We will also be able to share the monitor from the capture station, so the client can receive real-time images as they are shot.

The Broadcast Producer will be able to monitor the feeds and stay in constant communication with clients on the private feed. They will be providing live feedback for approvals and selects as the shoots progress. There will also be the option for a password protected live stream, where additional approved viewers can follow along.
Versatile Studios is able to run your video sets as smoothly as the stills, the main exception being we will hook up a direct feed into the main camera. Think of it as having video village in your living room. As we continue to grow with this software, we will be able to add on multiple secondary cameras.

Secondary cameras can be used in the same set-up as a still shoot or those feeds can be changed over to multiple actual set cameras.

With this set-up your director can work remotely while an AD works on-set with the Broadcast Producers. This can be especially useful if you plan to work with an out-of-town Director.
THANK YOU!