

The Globe and Mail Centre
COVID-19 Filming Policies
Version 1.3 – January 4, 2020

PREAMBLE

The Globe and Mail Centre is committed to employing the best standards and practices in light of COVID-19, following the applicable government protocols for filming for theatrical release, television or web broadcast.

In accordance to our standard contractual agreements, all clients, workers, vendors and anyone else in the venue must abide by any of the venue's COVID procedures in accordance with public health and company policies.

The latest version of these policies is available online at
<https://www.globeandmailcentre.com/covid-19-filming/>

Policies are subject to change at any time without notice.

Any persons in the venue not complying with these policies may be denied entry and/or removed from the premises.

The Globe and Mail Centre cannot guarantee an illness-free venue, and any persons who choose to enter the venue accept this potential risk.

WORKERS

All individuals working on a production ("workers") are provided with and be required to review this policy prior to coming on site. This includes all

- Venue Clients (including producers and planning teams)
- Performers/talent (any workers speaking or performing content for recording purposes)
- Crew workers (technical and broadcast staff)
- Food service workers
- Directors
- Writers
- Equipment and location suppliers
- Venue staff and suppliers, security guards and other workers
- Parents/guardians supervising minor performers

If gathering limits are in place, Clients should be prepared for permitting only essential workers. Guests, observers and non-essential staff ("Attendees") may be limited or not permitted in the venue if gatherings have been restricted.

Whenever possible, workers will be divided into pods in alignment with duties and roles, and designated separate working and break areas. Workers should still limit contact and remain physically distant with all other workers, even within the same pod.

VENUE CAPACITY & SEATING

The maximum number of people permissible on-set is dictated by both Public Health and Government Officials.

Venue Management will review the filming plans and areas to made available to sign off on the final group capacity.

Worktables and break areas will be designated for specific workers and for pods, with additional separation between pods whenever possible.

All venue seating will be configured for 2m/6ft ("physically distanced") seating, with single occupants, including worktables and in break areas.

HEALTH SCREENING

The Globe and Mail Centre is following Ontario public health's recommendations for COVID prevention by implementing to the following standards:

First and foremost, all workers who are ill or exhibiting any cold, flu or COVID-19 symptoms are to stay home.

The venue manager is responsible for screening all workers upon arrival at the venue. This will occur in addition to any screening protocols the Client also has in place.

The Globe and Mail will maintain mandatory logs for all workers entering the venue to enable contact tracing. All workers will be required to provide their name, phone number, email and arrival time, which will be provided to public health on request. If there is a case of COVID-19 with an individual who was contagious while at the venue, public health will use that list to notify all workers who were on site.

- All workers are required to perform a Health Screening and policy review prior to entering the venue.
 - Advance check-in will be possible via an online form. Workers can complete their check-in up to 48 hours prior to arrival on site. When arriving to check in, screeners will verify that all responses are still accurate upon site arrival.
 - The health screening will include providing their name, phone number, email, and event arrival time and answering the health check questions:
 - Have you reviewed and do you understand the venue's COVID Filming Policy?
 - Are you feeling unwell, or do you have a fever, aches, respiratory symptoms, loss of smell or any other symptoms associated with COVID-19?
 - Have you been diagnosed with COVID-19, and have not yet been confirmed as Recovered?
 - Have you been exposed to or in close proximity to someone who has been diagnosed with COVID-19?
 - Have traveled outside Canada in the last 14 days?
 - If a worker answers yes to any of the above questions, they are not permitted to enter the venue. They are asked to please immediately return home, self-isolate and contact provincial health authorities about getting tested for COVID-19.
- Onsite Signage will indicate the following questions for the health self-check and re-confirmation of the responses. The screening staff will reiterate to the worker that by choosing to proceed to the venue, they are confirming:
 - that they are answering "no" to the above questions
 - that they understand that we do not guarantee a COVID-19 free environment, and that they understand the potential risks of attending the event include potentially contracting COVID-19.
 - Signage will also indicate the following guidelines for behaviour on site, requiring all workers to:
 - Wear a mask in all indoor areas and also in outdoor areas when physical distancing cannot be guaranteed. Masks may only be removed by workers
 - for the seated, and physically distanced, immediate consumption of food or beverage

- during staged photography or videography while performing/delivering recorded content
- Use hand sanitizing products upon arrival and to wash hands or use hand sanitizer frequently
- Maintain physical distancing of more than 6ft/2m. For work performed at less than 6ft/2 m all required PPE will be worn.

COVID-19 SYMPTOMS, DIAGNOSIS & PROCEDURES

Any workers failing the self-assessment or exhibiting symptoms will not be allowed in the venue and will be advised to go home, self-isolate and seek COVID-19 testing as required.

All workers must report to their direct supervisor and the venue manager if they begin to feel unwell, start to show cold/flu signs or symptoms or witness another staff showing cold/flu symptoms. The manager, supervisor or HR will take appropriate actions as required and advise the employee to go home and to seek medical attention as needed.

Workers will be allowed to return to the workplace with a negative COVID-19 test result. All logs are reviewed to identify any patterns for potential cases of COVID-19, and if applicable, to advise staff to seek medical attention and self-quarantine.

After the filming, if any worker is confirmed to be infected with COVID-19 and it is possible they were contagious while they were at the venue, this **must be immediately reported to The Globe and Mail Centre Managing Director**, who will in turn notify The Globe and Mail Human Resources Department (HR) and the contractor's Employer (if applicable).

The Globe and Mail will complete a thorough assessment that will determine what area(s) this worker was in and who they worked with, advise those workers that may have come into contact with the infected worker, and comply with any instructions from the local public health authority. Producers will be notified and will be required to inform all workers who were on site at the venue.

COVID APP

The Globe and Mail encourages everyone to download the COVID Alert app to be notified directly if you have been in close contact with someone who was contagious with COVID-19. This app is an excellent tool to increase contact tracing speed and efficiency which is incredibly important in stemming the spread of COVID-19.

The app can be downloaded here: <https://covid-19.ontario.ca/covidalert>.

VENUE CLEANING AND SANITIZATION

The Globe and Mail Centre will continue to maintain rigorous cleanliness and sanitization standards, including the use of hospital-grade disinfectants in our cleaning practices, and the application an anti-microbial shield treatment to commonly touched surfaces.

A dedicated custodial attendant delivers cleaning and disinfectant procedures with a focus on faucets and toilet flushers, doorknobs, locks and commonly touched surfaces, before, during and after each scheduled session.

All venue areas accessed by workers are thoroughly cleaned prior to/following each work day. Washrooms will be cleaned and sanitized at least twice during sessions longer than 5 hours.

The venue will supply hand sanitizer and disinfecting wipes at entrances and in key locations. Producers and vendors should provide additional supplies whenever possible, especially for high-touch departments.

MASKS, PPE & SAFETY PROTOCOLS

All workers must provide and wear their own mask, meeting [municipal mask bylaw](#) requirements to completely cover the nose, mouth and chin.

Where the work requires close contact between crew or between crew and performers, PPE should be available for all workers in these interactions. (See department specific guidance in this document). Where needed, PPE will likely consist of a mask and eye protection (face shield or goggles). For workers in hair and makeup the use of PPE is required.

However, gloves may be worn as infection prevention PPE when touching potentially contaminated commonly shared equipment is unavoidable and equipment cannot feasibly be disinfected (e.g., lighting/ electrical cables, worn costumes, etc.). Non-medical (work) gloves shall be worn as usual when appropriate.

The Globe and Mail Centre will supply gloves for staff who are using chemicals or require gloves to comply with operating procedures. Used gloves must be used in accordance with the glove procedures, and discarded immediately and placed in the appropriate bins.

Workplace managers are to ensure the regular disinfection of areas that workers frequently use and share (ie: tables, desks, tablets, computers, door handles).

Workers are to avoid sharing supplies and tools whenever possible and are to sanitize any equipment they handle that will be in contact with or handled by another worker, client, or worker before and after each use. While handling large amounts of equipment and loading/unloading equipment from vehicles, workers should wear gloves to avoid touching surfaces.

Proper handwashing techniques are required at the beginning and end of every work shift and before and after preparing any food or beverage products, or consuming any food or beverages. Workers should not touch their face, mouth, nose, or eyes without washing their hands first and then again immediately after.

Whenever possible, arrivals, departures and breaks will be staggered.

Deliveries will be scheduled by the venue to allow for as much time between vendors as possible. Deliveries may be longer than normal to accommodate for distancing in the loading areas and in the freight elevator. The Globe and Mail Centre is not responsible for any additional fees included for delays in the delivery process, or if delivery windows are scheduled in the days before or days following an event.

Elevators for passengers and freight will be limited in capacity with designated standing markers, and will require the wearing of masks at all times.

Workers may only consume food or beverage in designated seated break areas, and are to remain physically distant.

All workers are to sanitize any work stations or work areas before and after use.

All workers are to observe physical distancing while inside or waiting for restrooms.

DEPARTMENT SPECIFIC PROTOCOLS

Location Scouting

- Virtual tours are highly encouraged. On-site visits will be limited to essential workers and will have a limited time duration. All workers will complete a health screening.

Performers

- Performers must wear face coverings at all times, except
 - During the application of face makeup below their mask
 - Once they are standing/seated in their performance position
 - Whenever possible, the mask must be put back on after make up application, and worn while moving through the venue. Once made up, the performer may use a face shield (as opposed to a mask) in order to not disturb the completed make-up.
- Singers and/or musicians playing brass or wind instruments are only permitted if performers are separated from all other workers by plexi or some other impermeable barriers (supplied by the producer)
- Some performers may be requested to do their own hair/make-up/ touch-ups while being directed, from a distance, by a stylist/artist.
- Work stations need to be cleaned between each user and distanced a minimum of 2 meters apart.
- Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solutions.
- Kits may need to include multiples for most make-up.

Producers

- Limit all workers on site to essential persons
- Schedules/arrivals should be staggered to allow for screening and avoid crowding

Wardrobe

- Limit wardrobe to final selections or use performer-supplied wardrobe whenever possible. If supplied by the production company, wardrobe must have been professionally cleaned.
- Full PPE must be worn for the duration of person-to-person contact. This includes but is not limited to face shields and face masks. This includes parents and guardians on-premises.
- Before and after fitting sessions, both talent and wardrobe teams are required to wash or sanitize their hands.
- Glasses, jewellery and other handled items must be disinfected before and after use.

Hair and Makeup

- Full PPE must be worn for the duration of person-to-person contact. This includes but is not limited to a face shield, procedure masks, and if requested disposable gloves.

COVID Coordinator

- One worker from the producer's team must be designated the COVID coordinator, and will liaise with the Venue Manager on all COVID procedures, supporting screenings and ensuring compliance with disinfection procedures for all supplied props, wardrobe, set and other departmental needs.

AV SERVICES SUPPLIER

EPIQ Vision is permitted to provide AV Services on the premises, including the provision of any equipment (staging, lighting, sound, video and rigging) and labour in accordance with their operational procedures.

EPIQ Vision's operational procedures for COVID-19 can be reviewed [HERE](#)

VENDORS AND ADDITIONAL SUPPLIERS

All on-site vendors and service suppliers need to be pre-approved by the venue manager. The Globe and Mail Centre is not responsible for vendor compliance with any provincial and municipal regulations applicable to their type of business. Vendors will be required to supply a copy of their COVID operating procedures for review, as well as the completed Vendor Approval Form, and standard documentation for work at the venue.

All Vendor Staff are required to comply with all venue protocols as outlined in this policy.

FOOD AND BEVERAGE SERVICES (CRAFT)

All food and beverage can only be consumed by workers while they are seated and while at 6ft/2m distance from any workers not in a social bubble group.

Only pre-packaged/sealed items may be available. Items are served with disposable, ecologically-friendly flatware, plates, and cups.

Pre-packaged/sealed items may be picked up by workers at locations attended by staff, who will serve a single sealed item to the worker, to be taken to an individual/physically distanced seat for consumption. There are no self-serve buffet stations of open items or self-service coffee/beverage stations. All workers must sanitize or request sanitization of any table prior to use.

Menu offerings for food and beverage may be reduced or adjusted to minimize cross-contamination and comply with health guidelines.

Staff ratios may increase to accommodate the reduction of lineups. Staff will be assigned designated preparation, service and clearing duties with protocols for transitioning between these roles if required.

Any catered food services must be provided by a venue-approved caterer, to ensure the consistent delivery of policies and procedures.

STANDARD PROCEDURES IN RESPONSE TO COVID-19 RISK SITUATIONS

- 1) A worker is exhibiting COVID-19 symptoms:
 - a. They will be told they are required to leave by a Globe and Mail Manager or Supervisor.
- 2) Workers are not maintaining physical distance with one another, and continue after being reminded:
 - a. They will be reminded once, and then will be told they are required to leave by a Globe and Mail Manager or Supervisor.
- 3) A worker discloses a "yes" to the initial entry health screening criteria:
 - a. They be denied entry to the venue by a Globe and Mail Manager or Supervisor.

COVID-19 CONTACT for all WORKERS

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