GREEK THEATRE RENTAL & FILMING/STREAMING RATES DURING COVID-19 PANDEMIC
Updated as of 8.6. 2020

Thank you for your interest in renting the Greek Theatre! Due to the world-wide global COVID-19 pandemic, the 2020 season was cancelled.

Public events with a live audience are not permitted at the Greek until further notice.

Filming/Streaming events may be permitted beginning September 1, 2020 using only the Greek Theatre stage, backstage dressing rooms and/or Redwood Deck/Hospitality Room.

Prior to calling the Greek Theatre, please call the Department of Recreation and Parks LA Film office to obtain a reservation # and information on permitting required for Los Angeles filming. The Greek Theatre cannot confirm any filming engagements without receiving this reservation # confirmation first. You can reach their office by calling 323-644-6220.

Interested inquiries that have obtained a film permit, may call the Greek Theatre offices to inquire about specific dates of availability – 323.606.8110.

Due to a capital construction project currently in progress at the Greek, hours/days of filming/streaming availability are:

Monday – Friday 5pm – 11pm
Saturday – Sunday – 7am – 11pm

The Redwood Deck & Hospitality Room – Covid 19 capacity – up to 20 people
The Redwood area provides the perfect setting for your special event inside a wooded sanctuary of Griffith Park. Equipped with an enclosed hospitality room and an outdoor deck space complete with restroom facilities. The Redwood Deck is the most intimate of the venue's entertaining spaces.
The Greek Theatre Stage & Dressing Room Spaces – Covid 19 capacity – up to 75 people and no more than 30 people on the Greek Theatre Stage at one time

The Greek Theatre Stage provides a setting like no other! The stage is now available for small filming and/or streaming engagements, provided all safety precautions can be met. The stage area is a 60’ x 48’ and the backstage area has 8 dressing rooms spaces available for use. Arrangements will be made to ensure only a limited amount of people are onsite and social distancing requirements are met.

RESERVING DATES:

Booking priority is given to events presented by The Greek Theatre, the preferred venue promoters and The City of Los Angeles Department of Recreation and Parks.

No date is guaranteed or should be considered firm until a User Agreement is issued along with payment of all applicable deposits.

All quoted fees and charges are subject to change at any time up until time of contract execution. For a full explanation on rental fees, venue policies and expenses please see below. A copy of your reservation # will be required before any user agreement is finalized.

FILMING/STREAMING COVID-19 RENTAL RATES:

Greek Theatre Stage and Dressing Rooms (8) - $20,000 per day
Redwood Deck and Hospitality Room - $5,000 per day

**Note: These rates are for space only.

IATSE Local 33 crew members are required to be onsite for all stage use and their costs along with venue personnel such as security, cleaning and equipment costs are extra and will be determined based on event needs. Fees also apply to load-in/out days.

The Greek Theatre has a hard curfew, no exceptions, of 11pm and strict sound level policy of 95dba.

A Tech Packet for the Venue is attached.

RENTAL DEPOSITS:

The deposit for rentals will be equal to 100% of the base rent. The deposit is due the date the User Agreement is executed or submitted to place a hold and before any promotion or advertising is released for contracted event. The deposit must be in the form of a cashiers check or wired to SMG- Greek Theatre account. An event will not be considered confirmed until User Agreement is executed and deposit has been received by The Greek
Theatre. If Licensee elects to cancel the event for any reason at any time, only 50% of deposit will be returned.

A copy of User’s Certificate of Insurance listing City of Los Angeles, Greek Theatre and ASM Global as additional insured will be required prior to any production personnel arriving onsite. Required Insurance Elements listed below.

**CATERING & CONCESSIONS:**

All Food and Beverage requests for events must be arranged through The Greek Theatre’s exclusive Food & Beverage Operator, *Premier Catering*. All Items will be boxed for single use consumption based on Health Department imposed guidelines as required per COVID-19.

**Premier Catering – Charles Brettner 323-703-1722 office; cbrettner@lagreektheatre.com**

**Covid-19 Requirements for use of the Greek Theatre:**

The Greek Theatre has been an economic engine and trusted member of the Griffith Park and Los Feliz community since 1930, and our primary focus is to keep everyone safe as we create new memorable experiences. We are following all city and state health protocols, in addition to CDC guidelines for filming and streaming engagements.

The following guidelines introduce our reactivation *VenueShield* program, including newly implemented safeguards and best practices to result in the highest levels of confidence as we return to the workplace safely. All contractors and working parties must meet the Covid-19 Greek Theatre safety criteria which include but are not limited to; enhanced environmental hygiene, modified capacities, temperature screenings, use of face coverings and PPE, social distancing measures, required insurance coverages, COVID-19 event waivers, and most importantly instilling a culture of awareness.

User will designate a workplace COVID-19 Compliance Officer onsite for the duration of time you are onsite at the Greek Theatre to ensure safety protocols are in place and followed. This is a requirement by the County of Los Angeles Public Health Department.

Everyone working onsite will be required to sign-in each day by providing name and contact number in a visitor log for contact tracing in the event of an illness or positive viral test in crew.

All employees working an event at the Greek theatre will park in Lot F. They will be allowed entrance into the venue via Gate # 3 and employees will exit via Gate #8. This will allow proper distancing between individuals.
Physical distancing of at least six (6) feet between people is required in all areas of the venue.

Only essential crew should be on or near the stage at any time and physical distancing must be maintained.

All staff/crew must wear facial covering throughout the workday.

All staff/crew should stay onsite during the workday, including all breaks/meals.

Break areas for everyone working onsite will be outside in the Oak Garden space outside which allows for fresh and required social distancing space.

**Workforce Use of Personal Protective Equipment:**

All working entities onsite are required to wear appropriate personal protection equipment (PPE), such as face coverings, gloves, and personal hand sanitizers, to minimize the risk of COVID-19 exposure.

Subcontractors are responsible for providing PPE including face coverings to their own workers.

Disposable or cloth coverings are permitted and must meet CDC guidelines. Face coverings need to be worn by all event-day workers, at all times, in all locations, and particularly whenever individuals are within 6 feet of each other.

**Temperatures Screening:**

Upon entering the facility, all personnel are required to receive a contactless temperature scan before continuing into the venue through a magnetometer. Temperature scanning will be performed by a trained occupational health technician scheduled by the Greek Theatre.

Please be advised all parties who do not pass the temperature screening measures will not be permitted to work and asked to leave immediately.

**Environmental Hygiene:**

Handwashing facilities with soap and sanitizer will be readily accessible throughout the venue. All personnel are encouraged to wash their hands frequently throughout their work shift for a minimum of 20 seconds using soap and water.

Social (Physical) Distancing: All personnel will maintain at least a 6 foot distance between each other and take other precautions required by the designated governing authority and for as long as required.
Greek Theatre subcontracts janitorial personnel who are trained and knowledgeable of cleaning and disinfection procedures. Good hygiene and thorough cleaning measures are the collective responsibility of everyone, and we ask that subcontractors participate in maintaining a clean and safe working environment.

Upon booking, a senior staff member will provide you with detailed Greek Theatre VenueShield protocols to ensure the safety of all participants during your visit.

Note: In addition to adhering to the guidelines set forth by the Greek Theatre, all productions must follow the Los Angeles Public Health Order dated 7.23.20. A copy is attached here and the Greek Theatre requires a signed copy by Event Production Manager prior to filming/streaming scheduled date.
### Required Insurance and Minimum Limits

**Name:** ____________________________  **Date:** ____________

**Agreement/Reference:**

Evidence of coverage's checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

<table>
<thead>
<tr>
<th>Limits</th>
<th>WC Statutory</th>
<th>EL $1,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workers Compensation - Workers’ Compensation (WC) and Employers Liability (EL)</strong></td>
<td></td>
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</tr>
<tr>
<td>X Waiver of Subrogation in favor of City</td>
<td>☐ Longshore &amp; Harbor Workers</td>
<td>☐ Jones Act</td>
</tr>
<tr>
<td>☑</td>
<td></td>
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</tr>
<tr>
<td>X General Liability</td>
<td>____________</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>☑ Products/Completed Operations</td>
<td>☐ Sexual Misconducts</td>
<td></td>
</tr>
<tr>
<td>☑ Fire Legal Liability $100,000</td>
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<td></td>
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<tr>
<td>☐ Liquor Liability $1,000,000</td>
<td></td>
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<tr>
<td>☑</td>
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<tr>
<td>X Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)</td>
<td>$1,000,000</td>
<td></td>
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<td>☑</td>
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<tr>
<td>Professional Liability (Errors and Omissions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discovery Period</td>
<td>12 Months After Completion of Work or Date of Termination</td>
<td></td>
</tr>
<tr>
<td>☑ Property Insurance (to cover replacement cost of building - as determined by insurance company)</td>
<td>$5,000,000</td>
<td></td>
</tr>
<tr>
<td>☑ All Risk Coverage</td>
<td>☐ Boiler and Machinery</td>
<td></td>
</tr>
<tr>
<td>☑ Flood</td>
<td>☐ Builders Risk</td>
<td></td>
</tr>
<tr>
<td>☐ Earthquake</td>
<td></td>
<td></td>
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<tr>
<td>☑</td>
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<tr>
<td>Pollution Liability</td>
<td></td>
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<tr>
<td>☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Surety Bonds - Performance and Payment (Labor and Materials) Bonds</td>
<td>100% of the current price</td>
<td></td>
</tr>
<tr>
<td>☑ Crime Insurance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other:** SMG, the Greek Theatre & the City of Los Angeles shall be named as additional insureds.
TECHNICAL PACKAGE FOR FILMING/STREAMING
2700 N Vermont.
Los Angeles, CA 90027
www.lagreektheatre.com
Located within Griffith Park, the historic Greek Theatre stands as one of the nation’s most beloved and recognized outdoor entertainment venues. Throughout its history, the Greek has played host to some of the biggest legends in music – from Sir Elton John to Frank Sinatra, Bruce Springsteen to Carlos Santana and many more in between. This iconic venue has also served as a site for numerous high school graduations, community events and backdrops for television shows and motion pictures. The Greek Theatre is owned by the City of Los Angeles. The 5,900-capacity outdoor venue is among the City’s most cherished public sites.
GREEK THEATRE PRODUCTION NOTES – Due to COVID-19 restrictions and a Capital Improvement Project in progress at the Theatre, only the stage/dressing rooms and Redwood Deck/Hospitality Room are available for filming/streaming rentals. Onsite visits prior to confirming any dates is encouraged and can be coordinated by calling 323.606.8110.

<table>
<thead>
<tr>
<th>Specification</th>
<th>Measurement</th>
</tr>
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<tbody>
<tr>
<td>Stage Width:</td>
<td>61 feet</td>
</tr>
<tr>
<td>Stage Depth:</td>
<td>46 feet</td>
</tr>
<tr>
<td>Stage Height from pit:</td>
<td>3 feet 1 inch</td>
</tr>
<tr>
<td>Stage Ramp:</td>
<td>Elevator 10 feet x 6 feet</td>
</tr>
<tr>
<td>Proscenium Opening:</td>
<td>53 feet 10 inches</td>
</tr>
<tr>
<td>Proscenium Height</td>
<td>22 feet 6 inches</td>
</tr>
<tr>
<td>Proscenium to Apron Edge:</td>
<td>3 feet 2 inches</td>
</tr>
<tr>
<td>Proscenium to upstage wall:</td>
<td>43 feet</td>
</tr>
<tr>
<td>Stage to rigging steel:</td>
<td>28 feet</td>
</tr>
<tr>
<td>Steel Height</td>
<td>28 feet</td>
</tr>
<tr>
<td>Trim Height</td>
<td>26 feet</td>
</tr>
<tr>
<td>Number of line sets:</td>
<td>30</td>
</tr>
<tr>
<td>House Pipe Maximum Trim:</td>
<td>26 feet 6” inches</td>
</tr>
<tr>
<td>Pipe length:</td>
<td>56 feet</td>
</tr>
<tr>
<td>Maximum Pipe Load:</td>
<td>350 pounds</td>
</tr>
<tr>
<td>FOH mix to stage:</td>
<td>Approx. 81 feet</td>
</tr>
<tr>
<td>FOH Cable Path</td>
<td>Basement 300 feet</td>
</tr>
<tr>
<td>FOH Size</td>
<td>8 feet x 28 feet</td>
</tr>
<tr>
<td>FOH Risers</td>
<td>N/A</td>
</tr>
<tr>
<td>Barricade</td>
<td>Blow Thru Aluminum</td>
</tr>
<tr>
<td>Docks/Push Distance</td>
<td>2 Single Dock Bays Upstage 50 yards</td>
</tr>
<tr>
<td>Bus Trailer Load In</td>
<td>Street Level</td>
</tr>
<tr>
<td>Truck Dock Height:</td>
<td>37.5” inches</td>
</tr>
<tr>
<td>So. Plaza Dock Height:</td>
<td>35” inches</td>
</tr>
<tr>
<td>Spot Light Location</td>
<td>Center 247 feet</td>
</tr>
<tr>
<td>Venue Floor Type</td>
<td>Grey Wood</td>
</tr>
<tr>
<td>House Back Drop</td>
<td>Black Velour Traveller</td>
</tr>
<tr>
<td>Decibel Limit</td>
<td>95db</td>
</tr>
<tr>
<td>Fork Lift Capacity</td>
<td>5,000 lbs</td>
</tr>
<tr>
<td>Battery Operated Lift Truck with Forks</td>
<td>Available for gear going to FOH.</td>
</tr>
<tr>
<td>Stair Set Location</td>
<td>Working, Portable</td>
</tr>
</tbody>
</table>

**The Greek is a Union House with IATSE Local 33**

- 6 hour minimum calls and 4 hour minimum show calls
- 4 hour minimum outs
- 6 hour/4 hours – Riggers and 4 hour minimum – Loaders
- Overtimes – after 8 hours/12am
From Stage Right Looking Up
**Barricade**

**TECHNICAL DATA**

<table>
<thead>
<tr>
<th>Material</th>
<th>aluminum</th>
</tr>
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</table>
| Dimensions basic element (l x w x h) | 0.75 (tread) x 1.09 x 1.10 m  
(51” (tread) x 42 x 43 in) |
| Weight | 34.00-40.00 kg (75-88 lbs) |
| Color | silver (aluminum) |

Barricade: For events requiring barricade, promoters must use Venue’s blow-thru aluminum barricade.

**Greek theatre Riser package**

- 8 4 ft. x 8 ft. Black carpeted w/ locking wheels (Gallagher Staging Decks)
  - Vertical Heights 4 inch, 1 Foot, 2 foot, 3 foot
  - Black commando cloth skirting

**Greek Theatre Misc. support items**

- 25 Manhasset Music Stands with lights
- 30 Padded armless orchestra chairs
- 1 Yamaha C7 Acoustic Piano and Bench, to be tuned by production.

**RIGGING DETAILS**

RIGGING BEAMS  Beginning with the center beam there is a beam at 8 feet, 16 feet, 20 feet, 24 feet, 32 feet all running up and downstage. Rigging and line set plots available upon request.

See drawings for details and weight limits
DRESSING ROOMS

- 3x Star—quality dressing rooms located on stage level
  - Each accommodate 3—4 people (or two of the dressing rooms may be combined into one large suite which will accommodate 6—8 people).
  - Private restroom with showers

- 2x Star—quality dressing rooms located one level up from the stage
  - Each accommodate 8—10 people
  - Private restroom with showers
  - ½ Ton capacity motor available to transport wardrobe cases.

- 2x Large chorus rooms located one level down from the stage.
  - Each accommodate 30—40 people and have multiple shower and bathroom facilities.
  - May be utilized by private parties and are subject to availability.
STAGE LEVEL DRESSING ROOMS
Level 1 Dressing 1

1/4" = 1'-0"
UPSTAIRS DRESSING ROOMS
BASEMENT CHORUS ROOMS

Chorus Women
B01

Showers Women
B01A

Bath Women
B01B

20' - 10 3/8" 15' - 11" 13' - 7 3/4"
18' - 1 1/4"
11' - 11" 18' - 4 5/8"
6' - 2 1/2"
6' - 8"
30' - 5 1/4"
31' - 9"
17' - 9 1/4"

1 Level 0 Chorus Women
3/32" = 1'-0"

SMG Technical Package

Chorus Women

GT-7

GT-001
SMG
Technical
Package

GT-7

10/4/2017 1:43:10 PM
<table>
<thead>
<tr>
<th>Room Schedule</th>
<th>SMG Technical Package</th>
<th>Room Schedule</th>
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<tbody>
<tr>
<td>Number</td>
<td>Name</td>
<td>Level</td>
</tr>
<tr>
<td>B01</td>
<td>Chorus Women</td>
<td>Level 0</td>
</tr>
<tr>
<td>B01A</td>
<td>Showers Women</td>
<td>Level 0</td>
</tr>
<tr>
<td>B01B</td>
<td>Bath Women</td>
<td>Level 0</td>
</tr>
<tr>
<td>B02</td>
<td>Chorus Men</td>
<td>Level 0</td>
</tr>
<tr>
<td>B02A</td>
<td>Showers Men</td>
<td>Level 0</td>
</tr>
<tr>
<td>Level 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Dressing</td>
<td>Level 1</td>
</tr>
<tr>
<td>2</td>
<td>Dressing</td>
<td>Level 1</td>
</tr>
<tr>
<td>3</td>
<td>Shower</td>
<td>Level 1</td>
</tr>
<tr>
<td>2A</td>
<td>Shower</td>
<td>Level 1</td>
</tr>
<tr>
<td>4</td>
<td>Shower</td>
<td>Level 1</td>
</tr>
<tr>
<td>Level 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Dressing</td>
<td>Level 2</td>
</tr>
<tr>
<td>6</td>
<td>Dressing</td>
<td>Level 2</td>
</tr>
<tr>
<td>6A</td>
<td>Shower</td>
<td>Level 2</td>
</tr>
</tbody>
</table>
The Greek Theatre sound, light and video system is not currently in place due to COVID-19. We are equipped to assist in procuring equipment necessary to help productions if needed.

The Greek Theatre does have a mandatory sound level for any amplified sound of **95db Maximum Levels at FOH**

**STAGE POWER**

**Lighting Power**
- Tour Lighting Power #1 X 3 400 amp SR (If house rig in use only 1x 400 amp)
- PWR Location/Distance SL/SR 50 feet
- Connection Types Cam Locks

**Sound:**
- 2 100 amp 3 phase service located downstage left. 1 100 amp 3 phase service located downstage right.

**Rigging:**
- 1 60 amp motor service located downstage right.
- Rigging 60 amp power is for house distro
- Tour rigging feeds off lighting power *Must have camlock connection*
CONTACT INFORMATION

Becky Colwell – General Manager – Bcolwell@lagreektheatre.com  (323) 606-8110

Alexandra Williams – Director of Event Services/Event Security Advance Contact – awilliams@lgreektheatre.com  (323) 815-8882

Andrew Hernandez – Venue Marketing Manager/Photo Passes – Ahernandez@lagreektheatre.com  (323) 391-1371

Natalie Krohn – Director of Sales/Special Events  nkrohn@lagreektheatre.com  (323) 327-3997
Reopening Protocol for Music, Television
and Film Production: Appendix J
Effective as of Friday, June 12, 2020

Recent Update:
6/29/20: Clarification provided around reporting of cases to the Department of Public Health
7/8/20: Additional information provided regarding employee leave benefits and air and ventilation system improvements
7/17/20: Updated to clarify policies regarding use of face coverings for employees and visitors as well as symptom checks. In addition, employees or visitors may not be used or serve as audience members in a production (changes highlighted in yellow).
7/23/20: Essential staff may include paid employees that serve as an audience for a production and the period of isolation is now 24 hours after fever resolution rather than 72 hours (changes highlighted in yellow)

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow Music, Television and Film production to resume. The requirements below are specific to the Music, Television and Film industries which are permitted to re-open following the Health Officer Order of June 11, 2020.

In addition to any conditions imposed on the Music, Television and Film industries by the State, and agreements among labor and management, these types of businesses must also be in compliance with the conditions listed in this Checklist for the Music, Television and Film Industry.

Additional protocols relevant to areas of Music, Television and Film Production must also be followed:
- Restaurants and bars
- Retail Operations
- Office Spaces
- Warehouse and Manufacturing
- Construction

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website [http://www.ph.lacounty.gov/media/Coronavirus/](http://www.ph.lacounty.gov/media/Coronavirus/) regularly for any updates to this document.

This checklist covers:
1. Workplace policies and practices to protect employee health
2. Measures to ensure physical distancing
3. Measures to ensure infection control
4. Communication with employees and the public
5. Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.
All businesses covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

| Business name: | 
| Facility Address: | 
| Date Posted: |

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)**

- Any employee who can carry out their work duties from home has been directed to do so.
- A workplace COVID-19 Compliance Officer (C19CO) or Officers has been designated. The C19CO is responsible for establishing and enforcing COVID-19 safety protocols, training staff on protocols, and monitoring compliance. If feasible experts with experience in infection control are consulted in creating and reviewing infection control protocols for new Music, Television and Film productions, to revise established protocols, and generally provide consultation for the C19CO. The C19CO maintains, secures, and protects the privacy of any records created during their work. The C19CO should be on site whenever possible when production work is being performed, particularly during on-site or on-location filming. The C19CO supports:
  - Employee, vendor and visitor health check processes upon arrival at the workplace. Records must be kept private and secure at all times
  - Management of complaints and suggestions for improving COVID-19 related procedures
  - Protocol and workflow assessment for all work to assure physical distancing, infection control, and disinfection.
  - Procedures for an employee with signs compatible with COVID-19, and/or an employee who tests positive for COVID-19.
- Workplace provides all personal protective equipment (PPE) and infection prevention supplies needed on the job, including face coverings, hand sanitizer, disinfectants, and (when needed) gloves, mobile handwashing stations, and other equipment and supplies.
- All employees and visitors are required to wear cloth face coverings whenever they are in contact with others unless the production activity does not allow for the wearing of a face covering. These instances should be of short duration and with as much physical distancing as possible.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- All employees have been told not to come to work if they have symptoms consistent with COVID-19, have tested positive for COVID-19 or have been in contact with a case of COVID-19 and to follow DPH guidance for self-isolation or quarantine as applicable.
- Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker’s compensation for COVID-19, including employee’s sick leave rights under the Families First Coronavirus Response Act and employee’s rights to

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APPENDIX J: Reopening Protocol for Music, Television and Film Production
Revised 7/23/2020
COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER

APPENDIX J: Reopening Protocol for Music, Television and Film Production
Revised 7/23/2020

workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s Executive Order N-62-20.

- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.

- For Television and Film production there is regular, periodic testing of the cast and crew on a given production to mitigate the risk of the spread of COVID-19, especially for those cast and crew that are involved in high risk scenes requiring close contact without face coverings for extended periods of time. Where testing may not be feasible for one-time productions operating under a very short filming schedule (e.g. many commercials) or smaller music recording sessions, all work should be planned to eliminate close physical contact between cast, crew and performers as much as possible. Any and all testing programs are the responsibility of the employer and should benefit from the guidance of a medical professional.

- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer shall have a plan for response, following guidance required by Los Angeles County, to include:
  - Send the sick employee home immediately. If they have symptoms of serious illness such as trouble breathing, pressure or pain in the chest, bluish lips or they appear confused, call 911. They should speak with their physician about their symptoms and determine the need for testing for COVID-19.
    - The employee is not allowed to return until their fever has resolved without the use of fever reducing medications for at least 24 hours and their symptoms are improving, with a minimum absence of ten (10) days from the start of their symptoms.
    - An employee that tests positive for the SARS-CoV-2 virus but is not showing any symptoms, is not allowed to return until 10 days have passed starting from the date that the testing sample was collected.
    - Consider alternative work options like teleworking or other arrangements to work remotely if the employee can do so.
    - Perform a cleaning and disinfection of all areas touched by the ill or infected employee.
    - Identify any cast, crew or others that had close contact with the ill employee. See the quarantine guide (http://ph.lacounty.gov/covidquarantine) for definitions of close contacts and what they must do. The name of the ill employee must not be disclosed, and medical privacy must be maintained.

- The employer’s plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. Note that a negative PCR test (test for genetic material on nasal/throat/saliva sample) only shows that there was no virus in the sample at the time of the test. Individuals that test negative must still complete their full 14 days of quarantine.

- If the producer, director, showrunner, owner, manager, or operator knows of three (3) or more cases of COVID-19 within the workplace within a span of 14 days the employer must report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.

- Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees’ arrival. A temperature check should
also be done at the worksite if feasible.

- Employees (including staff, cast, crew, vendors, and clients) who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn, covering both the nose and mouth, by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.

- Employees are instructed to wash or replace their face coverings daily.

- All workstations are separated by at least six feet.

- Break rooms, restrooms, and other common areas are disinfected frequently, on the following schedule:
  - Distribution area
  - Make up/ Hair and Costume areas
  - Cast Green Rooms or trailers
  - Break rooms
  - Restrooms
  - Other

- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms or other common areas such as background cast members’ waiting rooms at all times.

- Employees are prohibited from eating or drinking anywhere other than in designated areas to assure that masks are worn consistently and correctly. Cast and crew must eat and drink at designated set areas with staggered schedules.

- Disinfectant and related supplies are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Employees are allowed frequent breaks to wash their hands.

- A copy of this protocol has been distributed to each employee.

- Each worker is assigned their own tools, equipment and defined workspace as much as possible. Sharing held items is minimized or eliminated.

- All shared equipment, microphones, and tools must be disinfected after each use.

- All shared clothing must be cleaned after each use.

- All wigs or other shared prosthetics must be disinfected after each use.

- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.

- Training sessions on COVID-19 are provided and documented for all employees – including information about the virus and all required safety measures.

- Workers hired to serve as audience members are required to adhere to all other employee requirements.
The date, time and participants in all production sessions should be recorded for later reference, in case anyone involved in the production becomes ill with signs of COVID-19 and/or tests positive.

Optional—Describe other measures:

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### B. MEASURES TO ENSURE PHYSICAL DISTANCING

- All new or re-starting productions and group recording sessions must have a written protocol before work begins to ensure physical distancing of six (6) feet or more between people throughout the production. It must ensure that:
  - Only essential cast and crew should be on or near the set at any time
  - Production or editing meetings should be limited to essential staff only and should be held in areas where physical distancing can be maintained.
  - Strategies may include breaking production participants into teams of the smallest size feasible, that access set or studio areas at different times with minimum overlap or intermingling
  - All cast and musicians performing work in which they cannot wear a face covering (e.g. actors, wind and brass instrument players, singers) should strive for a minimum of 8 feet of social distancing during rehearsal or performance. Alternatively, wind and brass instrument musicians should be separated from others and from each other by plexiglass or other barriers.
  - Essential staff may include paid employees that serve as an audience for a production. Audiences must be seated at least 6 feet from each other and wearing face coverings whenever feasible; audiences should be limited to 100 people or 25% of the maximum occupancy of the space, whichever is smaller. The same group of employees should serve as the audience throughout a production whenever feasible

- Where feasible, all workspaces shall have one directional traffic (separate entrances and exits) to prevent contact or crowding near doorways.

- Elevator capacity is limited to the number of people that can be accommodated while maintaining a six (6)-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to four (4) individuals or fewer at a time for any elevator that does not allow for six (6)-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.

- To ease elevator traffic, stairwells have been opened for “up” or “down” traffic with increased cleaning of stairwells.

- Furniture in lobbies and in employee break rooms, green rooms and trailers and other common areas is separated by at least six (6) feet to support physical distancing.

- All shop (props, costume, design, electrical equipment, etc.) and manufacturing locations on the lot work with clients on an appointment-only basis to prevent formation of lines or groups. Shopping is performed virtually as much as possible or is limited to one shopper at a time. Any printed catalogue of offerings should be single-use and assigned to the one client and not re-used. If a client must wait for an item, they should wait outside as much as possible.

- All staff, cast, crew, musicians, vendors, clients and other visitors have been instructed to maintain at least a six (6) feet distance from each other at all times, except when specific tasks require closer work.

- In offices, film and sound editing areas, employee workstations are separated by at least six (6) feet and common areas are configured to limit employee gatherings to ensure physical distancing of at least six (6) feet. A maximum capacity for each office, meeting room and floor should be established.
C. GENERAL MEASURES FOR INFECTION CONTROL

- HVAC systems in all buildings are in good working order; to the maximum extent possible, ventilation has been increased in all spaces, including offices, recording areas, meeting rooms, stages, green rooms and trailers, and on-lot shops. The status of the HVAC system is assessed by on-location scouting.
  - Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.
- All contracts, scripts, music sheets, and any other documents that are normally shared are either distributed digitally, or are printed and individually assigned to cast, crew and musicians to avoid sharing.
- Before and after filming or recording sessions, group editing, or other meetings, frequently touched objects (e.g., tables, doorknobs or handles, printers, props, common equipment) are disinfected using EPA approved disinfectants. Such surfaces should be cleaned at least three times a day.
- Sets, production spaces, and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.
- All visitors, are instructed that they must wear cloth face coverings over their nose and mouth at all times in the facility unless they are alone in a closed office. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- Cast that are minor children may be accompanied by up to two (2) adults such as a parent, guardian and/or educator. Children must stay with their parent or guardian and avoid touching any other person or any item that does not belong to them and remain masked, if age permits, when not on set.
- Symptom checks are conducted, consistent with employee screenings, before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the person has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- Hand sanitizer, tissues and trash cans are available to all cast, crew, musicians and staff at or near the entrance of the facility, throughout offices and recording studios, near a set and on location. Non touch trash receptacles are preferred.
- All payment portals, pens, and styluses are disinfected after each use by a different person.
- Props, costume and set materials that can be more easily disinfected are preferred.
- All cast and crew must wear a facial covering and must wash or sanitize hands before touching props, costumes, or set materials. During filming, cast may use these items without wearing a face covering.
- All props, costumes and set materials must be disinfected before first use on the set, and between uses by different actors.
- Where feasible, cast will bring their own props (e.g. cell phone) and costumes to avoid sharing.
- All trucks and other vehicles must be disinfected after each use.
### D. MEASURES THAT COMMUNICATE TO STAFF, CAST, CREW, VISTORS, VENDORS AND CLIENTS

- A copy of this protocol is given to all people, in all roles, that enter the facility or the on-location set.
- Signage is posted throughout the facility or set to convey the following information:
  - People ill with signs of COVID-19, or that have tested positive for the virus, are not permitted to enter.
  - People that are under quarantine after possible exposure to another person with possible or confirmed COVID-19, are not allowed to enter.
  - Facial covering requirements.
  - Capacity limits for specific meeting rooms, break rooms, dining areas, recording rooms, film sets, and vehicles, (posted on or just outside of the entrance to these locations).
  - Procedures for symptoms checks, temperature checks. (posted in check-in areas)
  - Contact information for the on-set COVID-19 Compliance Officer (C19CO)

### E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Measures are instituted to assure access for cast, crew and musicians who have mobility limitations and/or are at high risk in public spaces.

### F. MUSIC PRODUCTION

In addition to complying with all other relevant sections of this protocol music production activities should also adhere to the list below:

- All sessions should be booked in advance with the expected number of participants recorded at booking to ensure that physical distancing can be maintained. A visitor log should be maintained with name and contact information of all participants.
- Individuals admitted to the studio at any particular time (including talent and crew) must be limited to essential personnel only. This includes artists, songwriters, photographers/videographers, and the people who can accompany them, must be strictly limited to essential personnel only.
- Sheet music and other paper materials should be passed out using gloves. Ideally, they should be for single use and not collected at the end of the session.
- Wherever feasible, everyone utilizing the studio should use their own equipment (including cameras, headsets, microphones, consoles), desks, phones, supplies, etc. If equipment must be shared, it should be sanitized between each use.
- Distance markers must be provided to indicate adequate social distancing. Microphones, consoles, and other equipment must be set up to facilitate social distancing.
- Those entering the studio must wear a cloth face covering over the nose and mouth whenever they are near others, especially in common areas including lounges, kitchens, bathrooms.
- All musicians and singers performing work in which they cannot wear a face covering (e.g. wind and brass instrument players, singers) should strive for a minimum of 8 feet of social distancing during rehearsal or performance. Alternatively, these individuals should be separated from others and from each other by plexiglass or other barriers.
Talent must arrive with hair and makeup done if needed.

Contractors should ideally accept tax forms and other collectively bargained forms (Cartage) digitally, or via mail.

Copies of acknowledgement forms regarding studio policies and written notices will be placed, close to entrances.
  o Forms should be sent electronically in advance to contingent workers and visitors for e-signature, if possible, to minimize physical contact at the studio.

As much as feasible all financial transactions should be arranged in advance or following the session through contactless systems. Transactions or services that can be offered remotely should be moved on-line.

G. AUDITIONING SESSIONS

Auditioning should be performed remotely, through tools such as videoconferencing, as much as possible.

When in-person auditioning is used, the following are required:
  o Appointments must be used to prevent crowding. No open calls are allowed.
  o All attending the session are required to wear cloth face coverings; the person auditioning may remove their face covering for the audition if appropriate.
  o Single use printed scripts given to each participant, no sharing of scripts.
  o The individual auditioning must wait outdoors, and away from others for their appointment.
  o Multiple person auditions must maintain at least six (6) feet of distance between individuals.

H. SCENE RESTRICTIONS

All cast shall wash or sanitize hands when beginning the filming of a scene and not touch their face during the filming session. Any crew that must interact with the set or cast must also wash or sanitize their hands at the beginning of filming and must wear a facial covering.

Any work, including scenes, requiring cast or crew to be closer than six (6) feet must be as brief as possible and cast must be as silent as possible to avoid spreading droplets through talking. Scenes with direct prolonged physical contact between cast (intimate scenes, fight scenes) are discouraged at this time.

Large crowd scenes should be avoided.

All on location filming must adhere to operating hours between 7am and 10pm whenever feasible.

I. CRAFT SERVICES AND CATERING

All actors and crew shall wash or sanitize hands before handling any food

No buffets allowed

No communal food or drink service (no coffee pot, no single service coffee maker)

All food and drink must be single serving only
Sit-down meals: either require eating in shifts, or seating areas large enough to allow for physical distancing of six (6) feet or more

All additional Public Health Requirements related to food service must be followed.

Any food brought by individuals should be labeled and may not be shared.

Food and drinks may be consumed only in designated spaces to ensure that masks can be worn consistently and correctly.

If water is served from water dispensers, then levers or buttons on the dispenser should be cleaned after each use. It is preferable that beverages are served in single use containers.

J. WARDROBE, HAIR & MAKEUP

Hands-on assistance with these services should be limited only to cast that require it and cannot do it themselves

Actors and crew must wash or sanitize their hands before any hands-on styling or costume session, and wear cloth face coverings during sessions as much as possible. During the application of makeup, since a cloth face covering cannot be worn the actor should stay as silent as possible to avoid spreading droplets though talking.

The date, time and crew in the session should be recorded for later reference, in case either the cast member or wardrobe/hair crew become ill with COVID-19.

K. LOCATION SCOUTING

Scouting should be performed virtually or rely on existing site photographs where possible.

Locations must be completely secure to prevent access by the public. Locations should be remote, fenced or otherwise well-secured from public access.

Locations must have enough space to allow for physical distancing for all cast and crew holding and common areas, the video village, craft services/dining, and all other work areas.

Location rental or access time must allow for the extra time needed for safe check-in to the site, and extra time for hand hygiene and repeated disinfection of surfaces.

Outdoor or large open indoor spaces are inherently safer by virtue of the greater capacity to achieve physical distancing and/or ventilation. Small closed indoor spaces without proper ventilation should not be used.

L. ON LOCATION FILMING

A workflow and COVID-19 safety protocol must be written before filming occurs and shared with all cast and crew on location.

A listing of all cast and crew participating in the filming must be maintained in case there is a need to perform contact tracing in the event of an illness or positive viral test in cast or crew.
Physical distancing of at least six (6) feet between people is required on all off-camera areas including the cast and crew holding and common areas, the video village, craft services/dining, and all other work areas. Provide additional areas, equipment (such as video village monitors) to allow for distancing.

Only essential cast and crew should be on or near the set at any time and physical distancing must be maintained.

If transportation is needed between filming sites, use a higher-capacity vehicle as much as possible to allow for six (6) feet of physical distancing as much as is feasible. Establish a passenger capacity number and post it on the side of the vehicle. If needed, provide more vehicle trips with fewer passengers per trip. Require facial coverings for all passengers (including cast) and driver, leave windows open, if possible, during the ride.

All off-camera staff must wear facial covering throughout the workday.

All cast and crew should stay on location during the workday, including all breaks.

All on location filming must adhere to operating hours between 7am and 10pm whenever feasible.

M. FILM PERMITTING

Productions that consist entirely of remote/virtual work and filming or recording, with no contact between cast, crew, and musicians, are safest and should be prioritized if possible.

The production must meet all other requirements for ON LOCATION FILMING and SCENE RESTRICTONS in this checklist.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name:

Phone number:

Date Last Revised: