



**COVID-19 WORKPLACE GUIDELINES AND CONSIDERATIONS**  
**Version 5 - June 1, 2020**

As we prepare (and look forward to) a time where we create practicable approaches to production in the near future, we must be prepared for new realities. This document has been assembled with the mindset that we will have to place an unprecedented amount of thought and planning into steadfast attention regarding hygiene and sanitation that maintains safe and healthy working environments. By proactively articulating our resolve toward this goal, we hope to inspire the confidence of all participants, as well as civic leaders and regulators. We want our industry to get back to work with confidence that we are doing so responsibly, taking into consideration the unique aspects of our multifaceted industry. In this preparation, we must anticipate how to carry out the myriad aspects that go into Production and Post Production efficiently and effectively.

Depending on the specifics of the work location, the composition of employees, and the overall conditions dictated by the rules of civil authorities, practical adjustments will have to be made using individual judgement. It is safe to assume that the way we approach work will be forever changed. With leadership and planning, this can come from a place of innovation, and not concession.

All facets of our business must ensure a new level of safety for all involved, by all involved. We must be mindful and realistic about factors such as time and cost that will be affected by required diligence. While we do not yet know how our new practices will dovetail with outside entities, communication and understanding of these new practices must foster confidence with all parties who are part of the process. Other entities that influence or establish employee-based rules (unions, OSHA, etc.) and government authorities (Federal, State, Local or Foreign) that will have varying degrees of oversight regarding how we congregate in offices, facilities and on-set will continue to challenge our approaches (i.e. size of groupings allowed). These factors will evolve, as will our practices, but the basic premise of working with the safety of individuals in mind, and respect for all those surrounding the environments in which we work will be a constant—and will inherently prefigure any developing requirements.

One thing is for sure, planning to work with the least number of people in close proximity to each other will not only put us in the mindset of anticipating rules, but it will create a sense of confidence amongst participants that safety measures can be controlled and are of paramount concern to us.

These new ways will require patience and mutual respect. Each company will develop a variety of approaches to implementing recommendations, as works for differing scenarios. Experience by our membership will lead to responsible practices that will ultimately become second nature for all personnel.

For the foreseeable future, we will keep offering insights and commonsense guidance, with the goal of maintaining the responsible, productive industry we are so proud to be a part of.

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