

PROPOSED CFS FILMING GUIDELINES FOR SPRING 2021- revised 1/22/2021

This is a proposal for guidelines to allow filming for CFS class projects in Spring 2021. The guidelines in this document will be superseded by any more restrictive guidelines issued by the Colorado Department of Public Health and Environment, the City and County of Denver and the Tri-County Health Department. CCA and CFS follow all guidelines issued by all three of those areas, so any productions will be halted in the event of a state-wide lockdown or mandatory quarantine.

CFS is, first and foremost, dedicated to the safety of our students, faculty, and staff. We want to resume filming in the Spring 2021 semester, when COVID-19 levels allow. These guidelines are intended to be a living, breathing document of best practices that will change as understanding of the pandemic evolves.

COVID-19 safety comes down to four essential categories:

- PPE: Must be worn at all times. CFS will cover the cost of masks and visors for student productions.
- Social Distancing: A minimum of six feet must be maintained at all times.
- Hygiene: Hands must be washed frequently and hand sanitizer must be provided.
- Testing: CCA can't cover the cost of testing nor require it of students. Testing before filming should be highly encouraged.

No one at high risk for COVID-19 should participate- older adults, persons with blood/circulatory diseases, diabetes, heart disease, etc. [Check CDC guidelines here.](#)

All cast and crew should understand when to stay at home by following [these CDC guidelines.](#)

Filming in closed-in areas, including cars and in buildings where social distancing is impossible will not be permitted without prior approval based on extenuating circumstances.

PRE-PRODUCTION

Story/Script

It should be emphasized to students to write stories/scripts which can be feasibly filmed during COVID-19. This reflective of current industry practices and most likely will be for the next several months.

Scripts should be written to minimize physical proximity between performers and crew as much as possible, including:

- No intimacy scenes such as kissing, laying in bed, etc.

- No crowd or party scenes.
- No fighting/action scenes or stunts which entail physical contact between actors.
- During pre-viz, consider alternate shot set-ups, camera angles, lenses, etc. to allow for greater distance between actors and crew.
- Extras should be kept to an absolute minimum.

Casting

For Prod I, all roles must be cast with direct contacts: CFS students, roommates, or quarantined family members. For Prod II, 16MM, Directing Workshop, and Prod III, roles may be cast outside the immediate CFS community, with the following guidelines:

- Initial casting must be done remotely or via self-tapes.
- If in-person casting is essential for final round auditions or chemistry reads, an outdoor location is recommended. Social distancing and PPE guidelines must be followed at all times, aside from when performers may temporarily remove their masks during their scene.
- For final round auditions, assign scheduled times to arrive.
- All scripts, sides and call-sheets must be digital.
- Extras should be played by existing cast/crew, when possible.

Meetings and Rehearsals

- When possible, crew meetings and rehearsals should be conducted virtually. If in-person rehearsals are necessary, social distancing and PPE guidelines must be followed, along with set guidelines.
- Performers may temporarily remove their face covering at rehearsals during scenes.

LOCATIONS

- Minimize the number of locations to facilitate social-distancing and hygiene protocols.
- Use outdoor locations whenever possible.
- Company moves will be much slower and therefore should be avoided when scheduling, if possible.
- Understand the local restrictions of your locations- guidelines will vary from county to county and city to city.

Interior Locations

- As much as possible, productions should use interior locations to which the student has direct access (i.e.: an apartment, house or CFS Studio/High Bay).
- Other locations will need to observe local restrictions and follow strict cleaning protocols before and after each shoot day.

- Social distancing & PPE guidelines must be followed at all times.

Exterior Locations

- Exterior locations must be secured completely from the general public.
- Social distancing, PPE guidelines, and local restrictions must be followed at all times.

PRODUCTION GUIDELINES

Crew sizes should not exceed the following: Prod 1 (4), Prod II (8), 16MM/HD (8), Prod III (8).

- Crew must wear PPE at all times, and appropriate social distancing should be maintained whenever possible.
- Productions will need more set space than normal to accommodate social distancing and cleaning protocols.
- **Each production must have a designated crew member who will oversee and ensure compliance to these guidelines. Ideally, this is your Producer or 1st Assistant Director.**
- A safety plan will be completed in coordination with **your instructor** prior to production.
- COVID-19 Compliance Crew Member will be on-set at all times.
- Safety check-lists will be completed by the COVID-19 Crew Member in coordination with the director.
- If the COVID-19 Crew Member finds these guidelines are not being followed, production will immediately be shut down and will not resume until corrections are made.
- Cast may remove masks when rehearsing or filming. When cast is maskless, all crew who are not absolutely essential to the shot must step off set. Crew must wear both mask and visor at all times while cast is maskless.
- All productions should maintain a contact list of everyone on set, including name, phone number and email.

Camera

- Camera team (operator, 1st AC, dolly grip if necessary) must wear both mask and visor while cast is maskless

Set Hygiene and Cleaning

- Productions must provide hand sanitizer to cast and crew at all times.
- Crew should be given time throughout the day to periodically clean and disinfect equipment and frequently touched surfaces. In general, the set should be cleaned whenever there is downtime.
- Props should be sanitized before and after each use.

Paperless Set

- Eliminate the use of paper on set. Utilize digital call sheets, scripts, and shot lists.
- Adopt cashless payment for petty cash transactions. Departments
- Tape-off studio spaces and location areas into separate sections to help isolate different production teams from each other and restrict movement between areas.
- Departments should touch only their own equipment. Sharing equipment between departments should be kept to a minimum.

Sound

- Lavalier mics should be labeled with the name of each user and only used for that person for the entirety of that day, then cleaned and prepped for use the next day. Lavs should always be assigned to the same person for shoots over multiple days
- Allow talent to affix their own lavalier mic, or one designated sound person should wear PPE when assisting talent with mic.

Hair, Makeup and Wardrobe

- Whenever possible, the cast should come to set “camera ready”: dressed in wardrobe, hair set, and makeup done.
- If on-set makeup is required, personnel must wear PPE, face shields, eye protection and practice proper handwashing hygiene.
- All makeup supplies must be single-use and never shared.
- Cast may temporarily remove their PPE if it interferes with a core activity, such as hair, makeup, or wardrobe.

Art

- Properly disinfect props prior to set and disinfect periodically, especially if props are being handled by multiple cast members.

Catering

- Buffet-style meals are prohibited.
- Food and beverages must be individually packaged.
- Cast and crew are encouraged to bring their own reusable bottle for beverages.
- Space must be made for cast and crew to observe distancing while eating meals.
- Dining outdoors is preferable to indoors.

Transportation

- Encourage individuals to drive alone to and-from set.
- If individual private transportation is not possible, ensure that all occupants wear face coverings. No more than 2 passengers should be in a single vehicle at one time.

POST-PRODUCTION GUIDELINES

Editing

- If possible, post-production work should be completed remotely to reduce peer to-peer contact.
- Footage can be exchanged via a cloud service or contactless delivery of a sanitized hard drive.

Editing Lab Guidelines

- Students must make a reservation to use the CFS labs and abide by the conditions agreed to when making a reservation.
- Students must work individually at their station and avoid congregating in the hallway or entrance of the lab.
- Spray sanitizer and wipes will be available so students can wipe down keyboards, mice and desks between uses.
- Every student must supply their own headphones or earbuds. Headphones will not be provided by the Cage.

DOCUMENTARY GUIDELINES

Story and Research

- If possible, focus the story around a limited number of subjects (preferably one).
- Focus on stories that can be captured with organized, contained, and planned shoots instead of improvised or impromptu shoots. Locations
- Film interviews outside whenever possible.
- Large scale events (eg. a rally, protest or festival) would require students to observe from a greater distance, including use of a long lens and a social distancing plan to be approved by faculty.

Filming

- Minimal crews are optimal to maintain safety protocols.
- Subjects are treated similarly to cast in a narrative production.
- Masks are not required for subjects during filming if proper social distancing protocols are in place.

Sound Equipment

- If conducting interviews with multiple subjects in the same day, shotgun microphone windscreens should be changed between interviews