

NB Film Co-op Addendum to COVID-19 Production Plan (June 18, 2020)

All NBFC sanctioned shoots done by full members who have their required volunteer hours and workshops in (ones that have gone through the production committee and ones that have received grants such as Short Film Venture, Jane LeBlanc, NB Joy) are required to follow NBFC Protocols.

- 1) The Charlotte Street Arts Centre, and by extension the New Brunswick Filmmakers' Co-operative, will remain closed to the public for the foreseeable future.
 - All meetings, auditions, rehearsals, etc. are recommended to be done online.
 - Communication with NBFC staff should go through Cathie, as usual.
 - In person meetings with Cathie, when absolutely necessary, can be scheduled by appointment only.
- 2) Procedures around gear rentals will be different.
 - Proposals for deferred gear and rentals will go through Cathie as usual.
 - Gear will be sanitized by Matt before it goes out and again when it comes back – members are not to attempt to clean gear, especially sensitive gear like camera/lenses.
 - Special cleaning procedure will be taught to sound people to make sure lav mics are used safely and cleaned properly.
 - Gear lists must be thorough because there will be no access to the Film Coop outside of regular business hours.
 - Gear pick up from the Coop must take place during business hours. Matt will prep gear in advance. Two people will come pick up the gear. They will wait outside the Coop and the gear will be brought to them.
 - Gear drop off at the Coop will require arrangements made in advance. Gear will be dropped off outside and the staff will come out to bring it in.
 - Each department (camera, sound etc) should exclusively handle their own gear during the shoot and at load-in and load-out to limit touch areas.
- 3) Social distancing will be required wherever possible and masks must be worn where it is not.
 - Even if you are working with people in your “bubble” act as if you are not.
 - Departments will do set-up one at a time – ie art department first, then lighting, then camera and director.
- 4) Prior to each shoot there should be a full cast and crew meeting to discuss COVID procedures.
 - Designated COVID person on set to look after signage, cleaning, forms, etc.
 - Department heads should know what they are responsible for.
 - Film Coop will provide masks, gloves, hand sanitizer, disinfectant spray, and a forehead thermometer as needed.
- 5) Post-Production at the Film Co-op is still possible.
 - Book in advance via email with Cathie.
 - Must be done during daytime hours.
 - Cleaning procedures to be put in place – especially for ADR setup.