

o d e
r o

adapting your production to the new now

our guidelines

**we are ready and set-up to create and
produce visually captivating content
while respecting the new government
standards during covid-19.**

01

screening

symptoms of covid-19 can include fever, cough, and shortness of breath. other symptoms include aches and pains, nasal congestion, runny nose, sore throat and diarrhea.

if you have any of these symptoms, please contact the rodeo employee who is in charge of your production. it is recommended that you voluntarily monitor your health by completing a daily self-assessment.

02

ppe (personal protective equipment)

utilize appropriate PPE, including but not limited to gloves, goggles, face shields, and masks that cover the nose and mouth.

make sure that PPE is consistently and properly worn, regularly inspected, maintained and replaced as necessary. PPE should be properly removed, cleaned, and stored or disposed of to avoid contamination of self, others, and the work environment.

03

safety practices

- wash stations or hand sanitizers will be made available in all production facilities and should be used periodically.
- observe respiratory etiquette, including covering coughs and sneezes.
- limit areas of the worksite to essential personnel.
- whenever possible one department at a time may “step in, step out” of setup, before the next department.
- maintain social distancing of no less than 6 feet whenever possible.

- maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- limit the number of people who handle certain items.
- do not use other people’s phones or personal work tools.
- contactless payment should be utilized (as opposed to petty cash) when possible.
- consider who may effectively be able to work from home during the prep, shoot and wrap and encourage people to work at home when possible.
- take time to communicate and plan every part of a project in order to reduce unexpected situations and to increase efficiency.
- assign individuals to be responsible for wiping down surfaces.

04

studio space

- limit people entering the office to essential personnel.
- deliveries should be transacted outside the entrance.
- ensure there is proper signage in production offices outlining hygiene procedures, social distancing and the proper way to wash one's hands.
- maintain good ventilation. keep windows and doors open where possible.
- hands-free disinfectants will be placed at all entrances and in high traffic areas and should be used as much as possible.

05

on-set protocol

- call times will need to be respected. at your arrival, please stay outside and contact your producer before entering.
- when you enter the studio, please sanitize your hands and put on your mask.
- only authorized people will be allowed on set. the rest of the team will need to wait outside or in a separate waiting area.
- contractual waivers agreeing upon these measures will need to be signed by everyone before the beginning of production. this will be mandatory.

our crews

**all members of our crew are individuals
that we trust and whom we know will
respect the necessary measures to
ensure everyone's safety on set.**

rodeo

casting & talents

|

all casting sessions should be handled remotely by self-tape and any callbacks setup with live broadcast (zoom or other) capabilities for the director and agency.

talents shall be expected to share exact measurements and bring certain personal items to help with wardrobe and prop stylism.



- for the casting of families, real families should be used where possible - so that physical contact is kept within an existing family unit.
- minors shall be accompanied by a maximum of one adult family member.
- contracts and scripts will be distributed digitally to avoid the passing of paper copies.
- consider a temporary clear barrier between actors while establishing marks and positions, and remove them at the last moment.

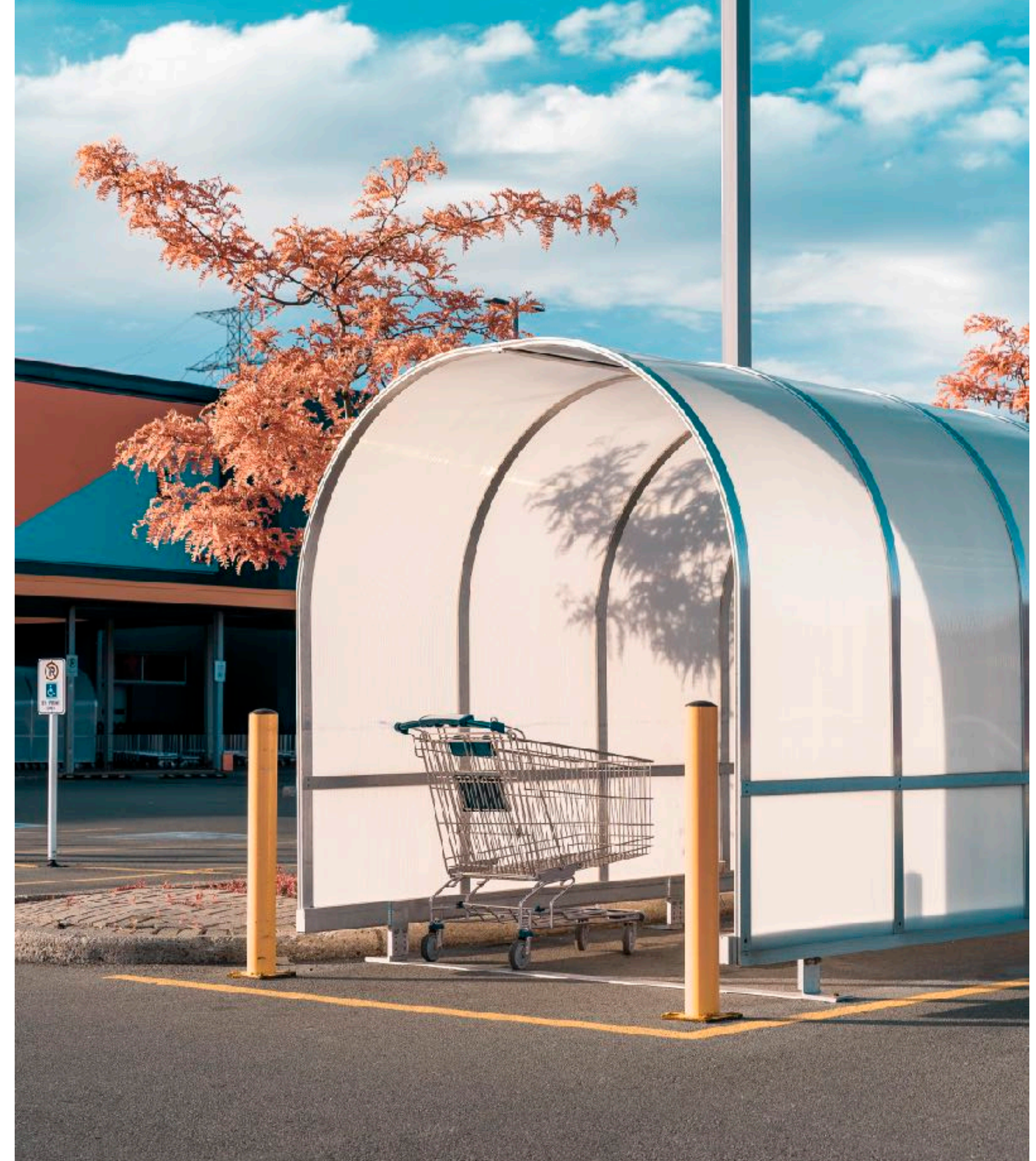
rodeo

scouting

|

plan to maximize space and airflow when designating spaces for a shoot (set, lunch, equipment, monitors, etc.). consider whether you will have to relocate any of these areas at some point during the day, in order to accommodate different camera positions.

productions should limit the number of locations in which they will need to shoot, to avoid relocating crew members and have to sanitize multiple locations.



- utilize location files as much as possible to limit the number of locations a scout would need to visit and wear PPE when entering public or private interior locations.
- locations will be sanitized by a cleaning company before work commences each day. location to be sanitized/disinfected at the end of the shoot.
- ensure that there is enough space and ventilation to be able to segregate the crew/cast.
- consider asking the owner of the location to remove personal items before we take occupancy.

rodeo

camera & lighting crew

|

strive for consistency regarding which piece of equipment is handled by whom.

no one will be allowed to touch the equipment (camera, lighting, computer) other than the authorized technicians.



- crew members must wear masks, disposable gloves and change regularly. the camera department should also consider face shields as part of their PPE requirements.
- whenever possible, department members may only touch equipment within their department.
- if more than one crew member is needed to move a piece of equipment, extra care should be taken.
- members of each department should disinfect gear during breaks and inactivity.
- to minimize the number of people having to touch the same items. this may require additional gear.

hair & makeup artist

|

since a 2-meter distancing is not possible for this part of the prep, full PPE must be worn for the duration of the person-to-person contact. this includes but is not limited to face shields, face masks, and disposable gloves.

if the production allows it, consider having the talent show up having done their own hair, make-up and nails.



- consider a pre-call for the hmua department to give them enough time to set up.
- use only one brush, applicator, etc. per talent. consider using disposable items.
- before and after hair and make-up sessions, both the talent and hmua are required to wash or sanitize their hands.
- work stations need to be cleaned between each user and distanced a minimum of 2 meters apart.
- hair, makeup and nails should no longer be done at the same time. please more time accordingly.

rodeo

wardrobe & props stylists

|

since a 2-meter distancing is not possible for this part of the prep, full PPE must be worn for the duration of the person-to-person contact. this includes but is not limited to face shields, face masks, and disposable gloves.

a small selection of clothing and props will now be accepted on set. A pre-selection will need to be digitally approved by the client before the production shoot day.



- all items/props must be disinfected before entering the set.
- garments and props should only be handled by the stylist and one talent. garments should not be interchanged on set.
- a separation between areas for unworn and worn garments must be clearly defined. it is recommended that all used garments be placed in sealed garment bags.
- all clothing on set must be steamed carefully with industrial steamer at 167 degrees celsius, before and after use of worn items.

catering & craft services

|

craft suppliers and catering personnel should be asked to serve individually prepackaged items and consider reverting back to water bottles. to avoid single use plastic, all crew members will be invited to arrive with their own water bottles.

the designated lunch space must be large enough to ensure a distance of 2 meters between each person. if this is not possible, production should modify the meal times to minimize the number of people eating at the same time.



- every person handling food needs proper training and certification in hygiene and food prep.
- craft personnel must always wear full PPE including a face shield, surgical mask and gloves that need to be changed frequently.
- any person handling food should thoroughly wash their hands beforehand and then wear gloves.
- food will be served to people (as opposed to self-serve).
- crew members should have eaten breakfast before their arrival on set to minimize working hours.

rodeo

clients on set

|

in order to limit exposure and reduce numbers on- set, clients and agencies should not be physically attending shoots at this time.

as we are anticipating government restrictions on crew sizes, remote video villages will become part of the new normal. client and agency personnel will be provided with a link to view the live camera feed and VTR playback.



if a client or agency is deemed necessary personnel, all efforts will be made to limit the number in attendance to minimize risk.

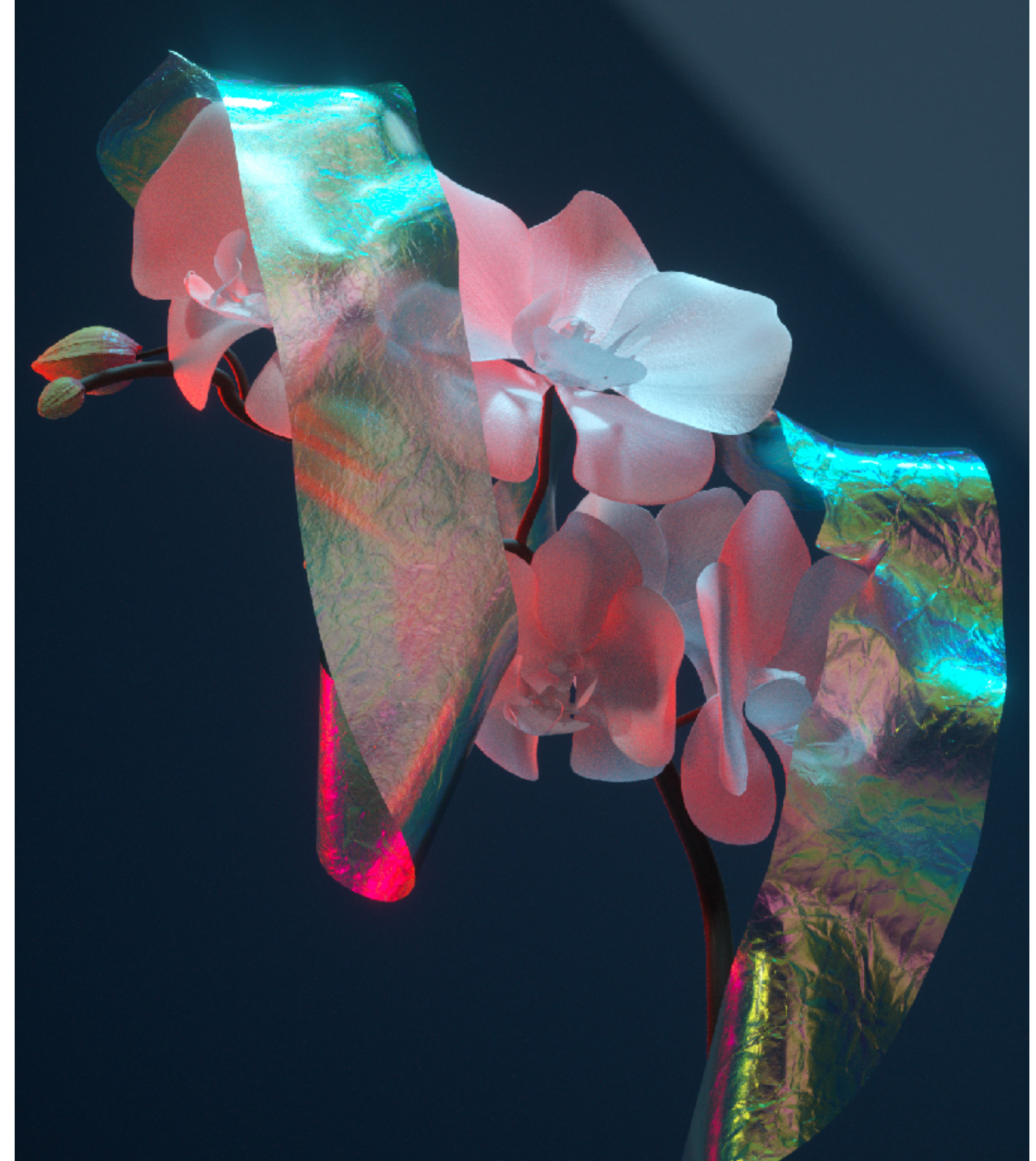
any agency and client personnel on set must adhere to the same health and safety guidelines as the crew at all times.

post production

|

remote post-production sessions for both agencies and their clients are encouraged even after the social distancing ban is lifted. if sessions are required, the following guidelines will need to be followed.

- masks are mandatory and clients must provide their own PPE.
- soap, water and hand sanitizer will be supplied in various areas throughout the edit facility.
- clients are encouraged to bring their own food and a reusable water bottle.
- the post facility will not provide any food service, meals or snacks.
- cleaning and sanitizing of all common areas will be maintained through the day (door and cupboard handles, kitchen surfaces and bathrooms).



**thank
you**

 Government of Canada
Gouvernement du Canada

Canada

CNESST



ACTRA



association
des producteurs
publicitaires

