

2020

# MPI Safety Guidelines.docx



SAFETY GUIDELINES

Motion Picture Institute

8/7/2020

## Safety Guidelines

### **NEW MOTION PICTURE INSTITUTE SAFETY GUIDELINES**

In an effort to protect our students and faculty from the recent COVID-19 virus, the MOTION PICTURE INSTITUTE is implementing the following practices to provide a safe learning environment. Considerations provided in this document are not exhaustive nor comprehensive in scope, as we are all working hard to use best practices to ensure the health and safety of our faculty, staff and students.

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#### **BROAD SUMMARY**

- No Visitors – Absolutely no personnel or visitors are permitted at MPI without prior approval from Doug, Kurt or Kathryn.
- Distancing – Avoid unnecessary physical contact, touching your face and maintain distancing unless absolutely necessary.
- Sanitation Stations – Hand sanitizer should be visible and available in all areas of the school.
- PPE – MASKS are to be worn at all times while on the premises. This means during and inbetween classes. From the moment you arrive and enter the facility until you leave you MUST wear a safety mask. MPI asks that you supply your own masks.
- Disposable gloves and masks will be made available to anyone who has forgotten theirs. Students and Faculty can see either Kurt, Kevin or Doug if you require a mask or gloves.
- Cleaning Service – Additional personnel will be engaged to clean the classrooms, offices, restrooms and sets daily including but not limited to disinfecting tables, desks, chairs, door knobs & handles, light switches, production and post production gear, sets and props.
- **Temperature Checks – MPI mandates that everyone entering the building MUST undergo a body temperature check each day. This includes students, faculty, and guests.**
- If you are feeling sick with fever or cold/flu like symptoms, stay home and immediately inform Kevin, Doug, Kathryn or Kurt via Canvas messaging.

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## GENERAL GUIDELINES

**NO VISITORS:** Absolutely no visitors permitted at the institute without prior approval from Doug or Kurt.

**RESTROOM USE:** Hand sanitizer (at least 60% alcohol) should be visible and available in all restrooms. Only ONE individual at a time will be allowed to access the restrooms. If you see someone entering the restroom or you see it is already in use you must wait until the restroom is vacated before entering.

**HAND WASHING:** Students and Faculty are encouraged to wash their hands with soap and water multiple times a day. Production will provide disposable, disinfecting wipes (when possible) so that common spaces and equipment can be wiped down by cast/crew. To the extent these supplies are limited, students and faculty have the right to procure and bring their own gloves/masks to wear.

**KITCHEN & LOUNGE AREA USE:** For the foreseeable future we are limiting use and access to the kitchen and lounge areas to one individual at a time. There will be no group gathering outside of class allowed in the kitchen, lounge or other areas without prior approval from Kevin, Kurt, Doug or Kathryn.

**FOOD STORAGE & REFRIGERATION:** Until otherwise notified we are asking that ALL students and faculty refrain from bringing and storing food at the school. This means you should refrain from using the refrigerator.

**VENDING MACHINES:** If you decide to use one of the vending machines we ask that you be wearing protective gloves when inserting money, making selections and retrieving food or beverage.

**ACTORS, AUDITIONS & REHEARSALS:** Student MUST seek and get approval from either Kurt, Kevin or Doug before inviting and bringing Actors into the facility. This includes Auditions, Callbacks, Meet Ups, Read Throughs, Rehearsals & Filming.

**FILMING @ MPI:** Student MUST seek and obtain approval from either Kurt or Doug before planning, scheduling and conducting any filming at MPI.

**WAIVER:** Before any ACTORS or VISITORS are allowed entry into MPI they must first have signed a waiver (see WAIVER below).

**HANDLING OF GEAR:** Only appointed and designated students and faculty will be allowed to handle camera, light and sound gear. At all times those students designated or appointed to handle gear are required to wear protective gloves.

**PICKING UP GEAR:** All students are required to fill out the necessary equipment request form, submit it to the Equipment Manager, obtain approval and coordinate a mutually agreeable pick up date & time. The ONLY person allowed to pick up and return gear is the student who has obtained the approval. This Student MUST be wearing protective gloves and mask when picking up and dropping off the gear.

**HANDLING GEAR ON SET:** The only students allowed to handle gear on set are the designated department heads. Unless preventing an accident or damage to the equipment, at no time are multiple students allowed to handle a single piece of equipment. Example: Only the Sound Mixer may handle the sound gear. Only the Camera Operator may handle the camera. This policy is in effect while at MPI or on location.

**RETURNING GEAR:** All gear MUST be wiped down with sanitation wipes before being returned to MPI. All drop offs MUST BE coordinated with Jeremy ahead of time. ABSOLUTELY NO GEAR may be left or returned without Jeremy being present.

**BUILDING SETS:** No sets will be tampered with or adjusted without prior approval from Kurt, Jeremy or Doug. Set Dressing, Construction and the use of any sets or props requires prior approval from Kurt, Jeremy or Doug. Due to the many complexities involved in the construction of sets and ongoing safety concerns MPI encourages Students to seek alternate locations for filming.

**USING THE STAGES:** Due to ongoing safety concerns related to CONVID-19 MPI is putting stringent restrictions on the use of its stages for the filming of thesis projects. When possible, we encourage filmmakers to seek locations outside of MPI's facilities. However, if you wish to film on MPI's stages you must first seek and obtain approval from either Jeremy, Kurt or Doug. You will also need to adhere to stringent guidelines while filming. Please note that MPI reserves the right to decline the use of its stages for thesis filming at any time.

**CLEANING SERVICE/LOCATIONS:** Additional crew will be acquired to increase cleaning the set. All communal areas, tables, etc. should be wiped down periodically with disinfectant cleaning agent. Each evening all areas of the set will be thoroughly cleaned. Respective departments (location, props, wardrobe, sound, camera, etc.) will be responsible for disinfecting supplies daily.

**FEELING SICK WHEN AT HOME:** If you're feeling sick with fever, cough, difficulty breathing or cold/flu like symptoms, stay home and immediately inform Kurt, Doug or Kevin. Please consider seeking medical care right away. If the aforementioned symptoms persist, please do not return to work until the production office clears you to return to work.

**FEELING SICK WHEN @ MPI:** If you're feeling sick with fever, cough, difficulty breathing or cold/flu-like symptoms, immediately inform Kurt, Doug or Kevin and leave the premises if possible. If you are unable to leave premises, try to find an isolated place to wait/rest until the school can arrange transportation for you.

**TESTING AND RESULTS:** If you have come in contact with someone who has tested positive for Covid-19 you must notify the school. You will be instructed to quarantine for up to 14 days or you may also take a test to determine if you are carrying the virus. If you test negative you must present a copy of the results to the school before being allowed to return. If you test positive, you will not be allowed to return until you test negative. You may contact the school to make arrangements to attend on-line.

**ADMINISTRATIVE TEAM:** The Administration will be in constant contact with local and state public health officials to assure they are following best practices during this time. Also, the Administration will communicate with Students and Faculty to assure everyone agrees to follow these guidelines and understands the assumption of risk while at MPI or on a student film set. Furthermore, the Administration will also work directly with each Instructor to assess any unforeseen safety issues, problem-solve and work together to protect comfort level and security of students and faculty during this new paradigm.

**SOCIAL DISTANCING:** To the extent possible:

- Increase physical space between students and faculty to 6ft feet or more.
- Remind others to consider social distancing guidelines outside of school and your thesis productions (e.g. avoid as much as possible visiting crowded places such as bars, restaurants, movie theaters etc.)
- On Thesis Productions limit crew members near cast, All should be masked and gloved when working on talent.

**STOP THE SPREAD OF GERMS:** As a reminder, there are certain steps that we all can take to protect ourselves and our fellow cast and crew members from infection. Please post the applicable "STOP THE SPREAD OF GERMS" poster all around the school, stages, and in every bathroom. Also go over these guidelines during daily meetings.

- Avoid close contact with people who are sick.
- Avoid physical contact including shaking hands or hugging
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds.
- Wipe down all props and equipment before and after use.

**FILMING ON LOCATION:** Kathryn has presented students with guidelines for following safe on set protocol. Students should adhere to the same guidelines when on location with a student production.

**ONE WAY TRAVEL IN THE BUILDING:** Movement throughout the hallways will be limited to clockwise travel. Please note signage and arrows for helpful reminders. IF you see someone traveling in the opposite direction kindly remind them.

**MEETINGS:** Faculty, Staff and Students must wear face protection and practice safe distancing during individual and group meetings. The Administrative Offices, LRC and War Room are off limits for meetings. Students and Staff should NOT enter an occupied office and practice social distancing. Meetings will only be allowed in rooms with proper ventilation (the stages and editing lab) or as otherwise approved by Administration.

**PLAN FOR COVID:** Should a Student, Faculty or Staff member be diagnosed by a medical professional with COVID-19 and present verifiable documentation to confirm it, MPI will immediately switch to a full remote learning scenario for fourteen days.



Centers for Disease Control and Prevention

## **HOW TO PROTECT YOURSELF AND OTHERS**

### Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to [spread mainly from person-to-person](#).
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### Everyone Should Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
  - Remember that some people without symptoms may be able to spread virus. o Stay at least 6 feet (about 2 arms' length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings. o Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities. o Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering,** remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work.



**WAIVER OF LIABILITY:**

In returning to class at the Motion Picture Institute, I agree that;

- i. I have read and fully understand the COVID-19 MPI Safety Guidelines 2020 manual.
- ii. I agree to abide by the guidelines set forth therein.
- iii. I understand that if I fail to abide by ANY of these guidelines, I will be asked to leave the premises and could possibly face temporary or permanent expulsion from the program.
- iv. Furthermore, I agree to hold MPI harmless in the event I or a family member or close friend contract COVID-19. I understand that it is impossible for MPI to protect me once I step outside the institute and that there are an infinite number of ways, I may possibly contract the virus.
- v. Furthermore, if I or a family member or close friend do contract COVID-19 I will immediately inform the institute and stop attending classes until proving I do not have the virus.

I agree to the aforementioned by the setting forth of my signature below. I understand that I may not return to class or the institute until I sign this waiver.

STUDENT NAME: \_\_\_\_\_ :  
Print Name

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ :