TOWSON UNIVERSITY™ | Electronic Media and Film

EMF Tiger Conservation Initiative

Safe Return Standards and Guidelines for the EMF Production Lab Facilities and Equipment.

Spring 2021 Semester

Version 3.5/January 21, 2021

Introduction:

This document will layout the guidelines, policies and procedures of the EMF Production Labs to help prevent the spread of COVID-19 and ensure the safety of our students, staff and faculty during the Fall 2020 semester. This is a "living document" and will update throughout the semester.

Please familiarize yourself with ALL Towson University COVID Policies and Guidelines. https://www.towson.edu/coronavirus/

The EMF Production Labs are dedicated to supporting production courses and EMF sponsored productions and projects. In order to help we must acknowledge the risks that the COVID pandemic poses to all manner of productions, but especially when working in high-traffic areas, on sets and in studios.

In order to safely support courses, productions and projects we will:

- Monitor staff and student's health
- Require use of PPE in all EMF facilities.
- Practice proper social distancing.
- Ensure the proper cleaning and sanitizing of all equipment and facilities.
- Communicate clearly with students, staff and faculty.

This document is based on information from the CDC, IATSE, PERG and Towson University. Please note that Federal, State or TU policy will supersede EMF policy, and this may include closing or limiting access without any notification.

Safety is our number one goal. In accordance with TU policy for the Spring 2021 semester, no student, staff or faculty that feels unsafe will have to be on campus.

Positive COVID-19 tests, COVID-19 exposure or symptoms of COVID-19:

These procedures have been altered to adhere to CDC and TU Health and Safety guidelines.

Positive Test Results: Students who receive a positive COVID-19 test result should:

- Immediately quarantine. A 10-day quarantine is recommended by TU and the CDC. It is also recommended you consult your physician or the TU Health Center.
- Report the positive test result to TU. Confidential reports can be made here. Reports can also be made to your instructor, the EMF Chair or the EMF Production Labs.
- If you have been in class, with groups or in the production labs within 10 days of a positive result, we ask that you let TU know ASAP, so contact tracing can begin. You can also report to your instructor or the Production Labs directly. All information will be kept confidential.

COVID-19 Exposure: Students who were possibly exposed to COVID-19:

- Begin a quarantine for 10 days immediately.
- TU recommends that students should get an initial test to make sure they don't already have COVID-19. An initial negative result does not mean the student is in the clear and should continue to quarantine for 8-10 days.
- Test again on the 8th day from the exposure incident, or at Doctor's instruction.

COVID-19 Symptoms: Students experiencing COVID-19 symptoms should:

- Immediately quarantine themselves.
- Get tested no sooner than the 8th day from the onset of the symptoms.
- Positive test result will require a 10-day quarantine from the day the symptoms started.
- After 10 days from the first sign of symptoms, and if the student is no longer experiencing any symptoms, or a negative test result, students can resume normal routines.
- If symptoms Continue, students should seek medical care.

*TU will not test students unless they either live on campus or have been asked to test. Check with Baltimore County, or the county you are residing in, to find testing centers.

With this information in mind, it is likely that there may be day(s) where there are no or limited staff in the Production Labs. There may be days where equipment and/or facilities are limited or not at all available.

If numerous students using EMF Production Lab equipment and/or facilities test positive for COVID-19 or there is a rise in students, staff or faculty reporting symptoms, the EMF Production Labs may close while we assess the situation with TU Administration.

COVID-19.

What is it? How does it spread? How to prevent the spread of COVID-19. From www.CDC.gov

- **Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.**
- **The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.**
- **COVID-19 symptoms can range from mild (or no symptoms) to severe illness.**
- **You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.**
- **You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.**
- **You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.**
- **There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.**
- **Stay home as much as possible and avoid close contact with others.**
- **Wear a cloth face covering that covers your nose and mouth in public settings.**
- **Clean and disinfect frequently touched surfaces.**
- **Wash your hands often with soap and water for at least 20 seconds, or use an alcohol- based hand sanitizer that contains at least 60% alcohol.**

PPE, Distancing, Sanitizing.

In accordance with Towson University policy, the EMF Department always requires that masks be worn in EMF facilities, including labs, classrooms and studios. Masks must always cover nose and mouth. This includes on-camera talent and when performing in studios, even if physical distancing. Failure to do so will result in the immediate loss of access to EMF Production Lab resources.

EMF requires users to always maintain a distance of 6 feet between others. When performing, being physically active or speaking loudly, it is recommended that distance is 10-15 feet. Users not practicing proper social distancing will lose access to EMF Production Lab resources.

It is recommended to wash or sanitize hands frequently. EMF asks that hands are washed or sanitized before using any EMF facility, including labs, studios and picking up equipment, and after touching your face or public facing surfaces.

Students who have tested positive for COVID-19, are experiencing COVID-19 symptoms, been in contact with a person carrying COVID-19 or have travelled to a high-risk area should not come to campus. Please see TU policy for what to do if you have or experiencing any COVID-19 symptoms.

NOTE- Walk ins will be turned away. Do not arrive to use labs, studios or pick up/return equipment without a reservation. Reservations must be made online at towson.siso.co/emf. In person reservations will not be made.

Equipment

Equipment Rental:
The EMF Production Labs are taking a proactive approach to ensure the safety of students, staff and faculty, and help prevent the spread of COVID-19. In order to do this the EMF Production Labs have strict policies and procedures in place. Failure to follow these policies and procedure will result in loss of access to all EMF Production resources.
All students using EMF resources must take a COVID Policy test. Information on taking the test can be found here, https://youtu.be/yj2wzlEv_eU

Hours: EMF Production Hours may change depending on demand. All equipment and facilities are by reservation only. DO NOT arrive without a reservation.

- Hours for equipment access will be 9:30am-4:00pm Monday and Friday only.
    - Pick up Fridays 9:30am-4:00pm
    - Return Mondays 9:30am-4:00pm
- Labs and studios will be open 10:00am-5:00pm Mondays, Wednesdays and Fridays. We will do our best to adjust hours to accommodate specialized studio needs or extended access for due dates. The latest a lab reservation can start is 4:00pm.

Reservations:

- All users must have a reservation. Reservations must be made using towson.siso.co/emf at least 48 hours prior to the day you are picking up. Students without a reservation will be asked to leave.
- Students must select an exact pick-up and return time slot. There are no longer pickup or return windows. The pick-up and return times selected in towson.Siso.co/emf are the pick-up and return times that students must arrive at. If 1:30pm is selected to pick up, students must arrive at 1:30pm. This is an important change in policy. This is done to ensure proper social distancing and sanitation requirements.
- Students who cannot arrive at the selected time for pick-up or return, should go to towson.siso.co/emf and reschedule. Reservations can be adjusted until the scheduled time. The Production Labs will not adjust reservations over the phone.
- Students will be sent an email from towson.Siso.co/emf verifying their pickup and return.
- Reservations will automatically cancel 45 minutes after the scheduled pickup time. If a student arrives late, but before the reservation is cancelled, the EMF staff will work to fit the reservation in later if possible, but it is not guaranteed.

Prior to pickup

- Prior to pick up students should familiarize themselves with the kits they have reserved. It is extremely important to be aware of the contents of kits in order to expedite pickups and limit confusion and lost/misplaced equipment.
- Have questions ready at the time of pickup, or before, so staff can address them, and limit contact.
- Make sure to plan ahead so equipment can be easily moved out of the pickup area. Have transportation ready. The Production Labs cannot allow equipment to sit, or to hold equipment for an extended period of time.
- For larger checkouts the EMF Production Labs will schedule a phone call verifying all equipment and pickup procedures.

Picking Up

Arrival to the Production Labs

- Arrive to the Production Lab at your scheduled time to pick up. Do not arrive early or late for the appointment.
- Wash or sanitize hands before entering the Production Labs.
- Make sure your mask is fitted and is covering your mouth and nose.
- When entering the Media Center, you must follow any signs or floor markings. This will include, but not be limited to: maximum space occupancy, distance markings on the floor, or building traffic flow signage. The signs are set up to protect you and others while in the building or using EMF Production Lab resources.
- Upon arrival, students and crew (max of 1 additional crew member) must check in. Check in will either be in MC008 or in MC007. Signage will indicate where to check in. Staff will verbalize policy to make sure students understand procedure and will check for masks. Students will be given instruction on where to wait, or where the equipment is staged.
- All users will have their temperature taken and will be required to fill out a Quick Scan.
- **Do not arrive early**. There will be very limited areas in the Media Center and Production Labs to wait/sit. We may ask that you wait in your car or outside the Media Center until your reservation is ready.
- Students picking up reservations must adhere to all physical distancing protocols. All areas will be marked on the floor or laid out to fit distance requirements. Do not approach other users.
- For most reservation pick-ups students will have no, or extremely limited, direct interaction with any EMF staff during their checkout appointment. Students can have a maximum of 1 crew member present to help with their checkout. The crew member must also sign in. (There are exceptions for this policy for Film 2 and Film 3 checkouts. Film 2/3 checkouts have a separate policy that must be followed.)
- Students picking up equipment cannot bring any outside equipment with them. Carts, bags and other equipment must remain outside the Media Center. Sanitized carts will be provided for large orders.
- Please do not bring in food or beverages. Water in a sealable container is allowed.
- All reservations will be prepared and sanitized before or at the scheduled pick up time. EMF staff will have equipment prepared before your reservations.
- Late pickups may result in a cancelation of the reservation.
- 2 Late pickups will result in a 7-day ban. 4 late pickups will result in a loss of access to EMF facilities and equipment. Pickup slots help maintain a safe Production Lab space. Late pickups can lead to capacity violations and impact sanitation procedure creating an unsafe environment for students and staff.

Checking through Equipment

- Students will be provided a Checklist for each item that has been initialed by the EMF staff member that went through the equipment. PDFs of the kits and build videos will be linked in the towson.siso.co/emf site or through blackboard.
- Students should check through cases before leaving. Once off campus students should build and test all equipment. If anything is missing or not working, it must be reported immediately. Production Lab Staff will set up an appointment to replace parts or fix issues if possible. Missing and broken items are the responsibility of the student checking out the equipment.
- In most pick-ups, no staff will be in the room. It is important you know what goes in the kit and are familiar with the equipment.
- If there is an item or kit that is not needed in the reservation, it should be set aside and reported immediately. This item will have to be taken to be sanitized before it can be checked out again.
- If there are any extra items needed, EMF staff reserve the right to add or deny any additions.
- Sign for the equipment once you have verified everything is there. EMF Staff can set up "touchless" signing before your reservation if desired. Touch screens will be sanitized after each signature.
- Pickup areas will be sanitized immediately after departure. Students cannot leave equipment in these areas.

Returns

- Arrive to the Production Lab at your scheduled time to return. Do not arrive early or late for the appointment
- Check in with Production Lab Staff up arrival for the return. Staff will provide a cart if necessary and point out the return area.
- Equipment return times were set when the reservation was made. Adjustments for the return times are often difficult and cannot be made after the return time has passed.
- Maintain at least 6 feet from all EMF Production Lab Staff and other students who may be in the area.
- Late fees will be added for late returns. Late fees begin to accumulate 30 minutes after the scheduled return time. The late fees will compound each day equipment is late. Late fees are $10.00 per item, per day.
- 2 late returns will result in a 7-day ban. 4 late return will result in a loss of access to EMF facilities and equipment. Return slots help maintain a safe Production Lab space. Late returns can lead to capacity violations and impact sanitation procedure creating an unsafe environment for students and staff.
- Students must make sure all equipment is put back properly in its case(s). All cables must be coiled, and all accessories must be put back in the appropriate space. Any trash or personal equipment must be taken out prior to return.

Equipment returned improperly will require extra time and sanitizing. Students returning equipment in an improper manner will lose access to equipment.

- All equipment should be cleaned prior to returning. There is no need to sanitize equipment before returning.
- Equipment that was near someone who is or may be infected with COVID-19 should be marked and the Production Labs must be notified immediately. This is to protect the EMF staff and your crew. Noticeably dirty equipment will have a $20.00 cleaning fee charged to the student's account.
- Reservations containing small kits or equipment will either be returned directly to the cage, or an area for drop offs will be clearly marked. Check with the Production Lab Staff upon your arrival.
- Larger or more complex equipment reservations will have a drop off area that may be in the MC008 lounge or elsewhere in the building. Students will be notified of the drop off area when they check in for their return. Carts or dollies will be available to help bring equipment in.
- The staff will prepare for returns upon opening in the morning.
- Students who return outside their scheduled return slot may not be able to return immediately. If this happens, students may have to wait outside or elsewhere on campus until our staff can accommodate the return.
- DO NOT RETURN LATE OR EARLY. We understand emergencies happen and will accommodate the best we can. However, these policies are in place to keep students, staff and faculty safe, and to help reduce the risk of COVID-19 spreading.

EMF Production Lab Studios and Facilities

Available Facilities and Capacity: All facilities will have a 1 hour turn around between reservations. This is so staff can safely sanitize and prep the facility. Facility access and available can change with little to no notice. Check email regularly to keep up to date.
ALL students using EMF Production Lab Facilities must wear a mask. This includes talent singing or talking. Masks are mandatory. Any users or talent found not wearing mask, will be asked to leave, and will lose all access. Plastic wrap for microphones will be available for those interested. Failure to wear a mask or wear the mask properly will result in complete loss of Production Lab access. Students arguing mask policy or continually ignoring policy will be reported to Office of Student Conduct.

Room	Capacity	Production Capacity w/ approval	Additional Information
MC006	1	5	All Siso reservations will be for 1 student. Any reservations for more than one user must be approved by faculty prior to the reservation. MC006 is only available to students currently enrolled in EMF365.
MC001 Studio	1	3	1 user in the Control Room and up to 2 users in the studio
MC001 Foley Studio	1	2	1 user in the control room and 1 user in the studio.
MC008 Labs	8	8	1 user per computer.
Studios, Labs and Room Temporarily Unavailable			
MC001 Whisper Rooms	1	1	
MC201A	8	8	
MC102			MC102/TV Studio will not be available to students.
Surround Sound Studio	1	1	Room is being upgraded. May be available later in the semester.

Reservations

- All users must sign in immediately when they arrive to the EMF Production Labs. Students who do not sign in will be asked to leave immediately. There will be no

warnings. The EMF Production Labs will be extremely strict with access to the labs. This is to protect students, staff and faculty.

- No outside guests. All talent and crew must be TU students, staff or faculty.
- All reservations for labs, studios or any facility use must be scheduled at least 48 hours before the reservation. No walk ins will be allowed. This includes retrieving footage from cameras and audio recorders, or "just jumping on a computer to check something." No reservation, no access.
- Most EMF Production Lab facilities will accommodate one user at a time. There are some exceptions, but they will need faculty permission prior to scheduling a reservation. Do not arrive in groups. The entire group will be asked to leave. See above for details.
- All facility reservations can be made for up to 4 hours. All recording studio reservations must end 1 hour prior to closing. MC008 computer labs must end 30 minutes prior to closing. This is to allow staff time to clean spaces. Any student who stays late or argues with staff will lose access to all facilities.
- Students who reserve, but do not come in for the reservation, and do not cancel 24 hours prior to the reservation or contact the labs via phone or email, will receive a $10.00 fee.

How to Get Help

- Movement throughout the building and EMF Production Lab facilities will be limited as much as possible. To help alleviate foot traffic and lines in the halls and facilities and to help protect the staff, we are asking that no one comes to ask for help in person. If there are issues,
    - 1st check all help documents in the studios, and on the desktop first.
    - 2nd Use the new help chat if available.
    - 3rd call the production labs.
    - 4th As a last option staff will physically come to help with issues. Staff can refuse to help in person.
- We recommend that users take time to learn the spaces they will be using prior to project due dates. This will help reduce issues and last-minute emergencies.

Using EMF Labs and Facilities.

- All users are required to wear masks while using any EMF facilities. This includes while in open lab areas or in closed studios. It is not up for discussion. Any users not wearing a mask will be asked to leave and may lose access to facilities.
- Microphones available to MC006 and MC001 will be put in small kits. No microphones outside of the kits will be available. This done to maximize mic availability. Microphones require extensive cleaning and quarantine in order to be sure any traces of COVID-19 are gone.
- Each facility will have a "Ready to use" area. This area will vary depending on equipment and studio. It may be a taped off area, or it could be a small box. Any reserved equipment will be placed in this area for you to use during your reservation.

- Outside equipment and personal items should be limited. Any essential items should be sanitized prior to entering any facility.
- Do not lend or borrow your personal items. Lending cables, pens, paper and other materials enhances the risk of transferring COVID-19.

Leaving Facilities:

- Each facility will have a "used" area. This will be a clearly marked area to place all used equipment when done. Any equipment that is handled by the user or talent in any way must be sanitized.
- End of day reservations must be completed and signed out at least 5 minutes before closing. Lingering students will be banned 5 days. Any reservations during that time will be cancelled.
- Once completed with the reservation, students must sign out at the Production Labs with a staff member. Some facilities require a visual inspection by staff member. Students should wait until the inspection is complete before leaving.
- Report any issues.
- All facilities require sanitizing when reservations are done. This can take up to an hour to complete. Leaving a facility without checking out at the MC007, will result in a suspension of access.
- Students must take all personal items with them. The Production Labs will not be supporting a lost and found and will not sanitize personal items of any kind.

Cleaning and Sanitation –

Proper cleaning and sanitation of equipment used in and outside of class is necessary to help stop the spread of COVID-19. Only attempt to sanitize if you are absolutely sure you are doing it properly. If you are unsure, call the EMF Production Labs- 410704-2592

- The EMF Production Labs will clean, sanitize and quarantine all equipment when it is returned, and will sanitize again before it is picked up.
- Some equipment requires specific sanitizing. That equipment will be sanitized by EMF staff.
- It is recommended that high risk equipment is not shared between users while it is on set or in the classroom. This includes microphones held less than 6 feet away, cameras, audio recorders and anything that will be in close proximity to the face or require constant touching, like control surfaces.

Cameras: EMF Production Lab Only. All surfaces must be sanitized. Ethanol or Isopropyl alcohol only. Do not apply cleaner directly to surface. Spray onto lint free cloth. Buttons and knobs must be sanitized as well. Special attention to eyepieces. Allow to air dry.

Lenses: EMF Production Lab Only. All surfaces should be wiped down with Isopropyl alcohol. Once dry, glass should be cleaned with glass cleaner. Only approved sanitizers can be used on lenses.

Audio: All surfaces of audio recorders must be wiped with disinfectant. Nonabrasive disinfectants only. Microphones should be taken apart if possible. Individual surfaces

should be cleaned. Screens should be cleaned with soap and water or Clorox wipes/alcohol wipes and allowed to air dry. Casings should be wiped with Clorox wipes or similar CDC approved disinfectant. DO NOT attempt to clean capsules or electronics. Quarantine microphones for 48-72 hours is the best option.
Batteries and Chargers: Sanitize all surfaces. Do not submerge.
Grip and Electric: Surfaces should be cleaned with disinfectant.
Cases: Lysol spray or similar CDC approved disinfectant for soft cases. Allow to air dry. Clorox wipes or other non-harsh disinfectants should be used. Wipe down all surfaces and allow to air drive. Cases should be kept shut when not in use.
Textiles: Flags, screens, duvetyn, muslin and similar textiles are limited and by request only.

Student Productions:

Policy for student productions during COVID-19. Failure to follow these policies could result in putting yourself, your crew and your cast at risk of infecting them and others with the COVID-19 virus. Student productions that do not follow policy will lose access to equipment, labs and studios. Depending on the course, failure to follow polices and procedure may affect grades and screening.

As on campus, masks must be worn at all times. Masks must cover nose and mouth. Face shields and bandanas are not considered suitable face coverings. Cloth masks do not protect from aerosols. It is recommended that when on set, all cast and crew wear tight fitting, medical grade masks.

DO NOT SHARE CAST AND CREW BETWEEN PRODUCTIONS.

All productions must adhere to proper social distancing. 6 feet at all times. 12+ feet when speaking loudly, singing or being physically active. CDC guidelines state that airborne particles can travel distances beyond 6 feet.

It is recommended that students create scripts and work that can be done safely. Use COVID and current restrictions as part of the story. Write COVID into your work, don't fit your work into COVID. This will help keep students and crew safe during the pandemic.

Students, cast and crew should leave sets if they are experiencing any COVID-19 symptoms.

Sharing of equipment and devices should be avoided. This includes laptops, phones, tablets, copiers, printers. If contact is unavoidable, wash hands before and after use.

Preproduction and crew meetings should be done virtually through Zoom or Webex. All in person meetings should be limited to only those that must be in person.

Productions that do not follow COVID safety policies or have unsafe scenes will not be screened.

COVID-19 Outbreak on sets:
Best practices for possible exposure to COVID-19 on set, classrooms or during group work.

COVID-19 exposure can spread quickly and affect cast, crew, instructors and staff. Possible exposure means a member of the cast or crew tests positive for COVID-19, was exposed to COVID-19 or is experiencing COVID-19 symptoms during production or up to 10 days prior to the start of the production. If there is a possible COVID-19 on set:

- Production must shutdown immediately. Production will be shut down for a minimum of 10 days.
- Follow steps listed above.
- Contact instructor and work with the labs to safely return gear if possible. Equipment will have to be returned by individuals that were not exposed. This will be difficult because TU has a "No non affiliates on campus" policy. May affect groups scheduled after.
- Work with TU and EMF to contact trace.

Safety/Assistant Director Information:
Each Production must have a COVID Safety Officer. Typically, this will be handled by the AD. If someone other than the AD, they must be on set each day. The COVID Safety Officer is responsible for making sure all COVID-19 safety measures are being followed.

- Hold safety meetings at the start of each day, and before any set or location changes.
- Make sure all cast and crew are distancing 6 feet or more.
- Make sure cast and crew are washing their hands or sanitizing frequently.
- Make sure everyone is wearing mask.
- All cast and crew should report symptoms to the COVID safety officer.
- Have all cast and crew fill out and sign Safety Questionnaire. Will keep these on file.
- Keep track of all cast and crew on set each day as well as contact information, and who they will interact with while on set.
- Take the temperature of all cast and crew as the come to set. Touchless thermometer will be provided by the EMF Production Labs.

- Make sure sanitizer or handwashing stations are readily available.
- Have on hand the COVID Safety Plan that the group prepared.
- Make sure all cast and crew are following the prepared safety measures outlined in their COVID safety plan as well as all EMF, state and federal guidelines.

Cast and crew:

- Productions are limited to groups of 10 or smaller*. This includes all cast and crew. *It is recommended that all interior production limit cast and crew a maximum of 6. However, if the space can accommodate more the maximum is 10.
- Restrict ages over 65 or those in high-risk groups from participating on set.
- No scenes featuring large numbers of extras are allowed.
- Cast and crew must sanitize hands upon entering the set and after breaks or meals. A 5-minute break should be provided every 2-hours for hand washing.
- Maintain physical distancing to the greatest extent possible. Stationary scenes are permitted at 6-foot distances. Any scenes with movement, raised voices or singing must maintain distances of 12+ feet.
- Departments should remain separated as much as possible while working. Each department should be given time to complete work on set without overlap with others.
- During filming, only essential cast and crew should be present on set.
- Move all crew meetings and casting sessions to telework and online environments.
- Cast and crew should come to set with 2 masks each day they are on set.

Equipment:

- Reduce the sharing of equipment during production by assigning gear to the appropriate crew, who will be responsible for it throughout the duration of the shoot. Ideally, a crew member will be the only one handling their respective gear (i.e. unload, load in, setup).
- Any use of gear provided by the EMF Production Labs must follow their COVID policies regarding reservations, checkout, return, and sanitization.
- Do not share tools.

Audio Dept:

- Audio Dept should be done by one person
- No Lav mics should be used.
- Mics should have some kind of cover on them. Foam and plastic are recommended.
- Shotgun mic placement should at least 6 feet.
- Mics used closer than 6 feet should not be shared and should be quarantined between use closer than 6 feet.

Camera Dept.:

- No more than 1 to 2 people in camera dept.
- DP should act as camera operator, and focus puller.
- Camera Assistant set marks, measuring and preparing/sanitizing batteries.
- Cases should remain closed when not used.
- Sanitize or wash hands between handoffs, and only handoff if absolutely necessary.

Locations/travels:

- Location scouts should be done virtually as much as possible.
- Scouts should be done by one individual representing whatever departments are needed for the scout.
- Scouts should be done in waves, and not all members at once.
- Measure locations and provide signage to help with distancing and crew limits.
- Self-travel to locations and scouts. Do not share cars.
- No productions in Towson Residence Halls.
- Areas of high-traffic on set need to have guiding tape markers measured at 6-foot distances to serve as reminders of proper physical distance.
- No filming indoors on campus.
- On campus filming by students must follow all university guidelines. Only TU students, staff and faculty can be on campus. No guests. Can only be done outside with proper permission.
- No productions in tight spaces. All crew and cast must be able to be 6 feet apart.
- No productions in poorly ventilated areas. Locations with poor air flow can allow particles to stay in the air longer.
- No more than one person inside a car for car scenes.

Food/waste:

- Craft services must be individually packaged. No communal or buffet-style catering (for example, no pizza, communal chip bowls or cookie platters).

COVID-19 Safety Plan:

Any EMF production that meets any of the following criteria must have COVID Set Safety Plan. Plans must be approved by the instructor and submitted to the EMF

Production Labs at least 24 hours prior to the reservation. Productions not using EMF resources should have the plan submitted 24 prior to the production.
Sets required to have a plan:

1. Any location that is not a group member's residence. Group members are members of the group enrolled in the course.
2. Have more than 4 group members.
3. Have any cast or crew that is not enrolled in the class.

The following items need to be taken in consideration to make sure all productions are operating safely. You can also request a COVID Safety Form from you instructor or the Production Labs.

- Name and contact information for all cast and crew.
- Name and contact of COVID Safety Officer.
- Contact Tracing Plan: Names and times all cast and crew are on set.
- Casting Strategy.
- List of locations and measurements and COVID-19 distance plan and staging blueprint.
- Location of sanitizer and wash stations
- Location and plan for PPE.
- Where to stand while off set
- Department maneuvering plan for how sets and locations will be set and distance will be managed.
- Department staging strategy.
- Transportation plan. Should not share cars.
- Catering - Non-shared meals only.
- Location/set disinfection plan
- Sanitation station location plan.

COVID Studio Recording Policy:

Safety/Recording Engineer:

- One user should be in the studio at a time.
- Mask must be worn while in the studio
- Sanitize on your way in.
- Mics must be picked out and requested prior to reservation.
- Mics will be staged in "Ready to Use" area in the studio

Board Care:

- Try not to sneeze or cough on the board.
- The board will be sanitized prior to your recording session.
- Do not apply any cleaner or sanitizer to the board unless instructed to do so by the Production Lab Supervisor

Extra engineers:

- Extra engineers can be requested for use in MC006 only.
- Must provide justification as to why extra crew is needed.
- Submit plan as to where the extra crew will distance and what their roll will be.
- Must be TU student, staff or faculty.
- Must wear masks at all times.

Talent/performers:
- No outside guests. Must be TU students, staff or faculty.
- Must wear masks while performing.

Mics:
- Microphones must be selected prior to reservation.
- Do not share mics between users.
- Mics will be staged for reservation prior to reservation.
- Place all mics, used or not, in the used area of the studio.

Instruments:
- Outside instruments should be limited to only those necessary for the recording.
- Cases should remain shut while not in use.
- No wind or brass instruments until further notice.
- Drums and percussion must be pre-approved through instructor and Production Lab Supervisor
- Do not share instruments.