



InFocus Film School

COVID-19 Health and Safety Policy

RULES AND GUIDELINES

INFOCUS STATEMENT

The health and safety of all students, instructors, and staff at InFocus Film School is of paramount importance, especially so during the current COVID-19 pandemic. To that end, working with students, instructors, and staff, InFocus has developed this policy to keep everyone safe and healthy while on campus and on set.

The news about the pandemic and its effects are constantly changing and therefore these rules and guidelines may be altered as the situation in British Columbia evolves.

All people must abide by the rules set out in this policy while on campus or on set. Failure to do so puts the health of us—the entire student body and staff, including their loved ones—at risk.

STOP THE SPREAD OF GERMS

As a reminder, there are certain steps that we all can take to protect ourselves and our fellow students, instructors, staff, as well as cast and crew members, from infection.

- Avoid close contact with people who are sick.
- Avoid physical contact including shaking hands or hugging – even fist/elbow bumps are discouraged.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If tissue is not available, cough/sneeze into the elbow and immediately wash hands or use hand sanitizer.
- 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, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Wipe down all props and equipment regularly.

STAY HOME WHEN FEELING SICK

If you're feeling sick with fever, cough, or difficulty breathing, stay home and immediately inform either your producer or the school. If needed, please consider seeking medical care right away. Before going to a doctor's office or emergency room, call 8-1-1 and inform them of symptoms. If symptoms persist, please keep the school informed of your condition. Do not return to school or to your production until your symptoms clear and the office approves your return.



IF EXPOSED TO COVID-19

Students, instructors, staff, cast, and crew who have been in close contact with a suspected or known case of COVID-19 must self-quarantine at home for 14 days. Close contact is defined as being within 6 feet (2 metres) of the ill individual for more than 10 minutes, or having had unprotected direct contact to respiratory secretions of the ill individual (e.g. cough or sneeze on face).

If you or someone you have had close contact with subsequently tests positive for COVID-19, immediately inform InFocus Film School.

ON-CAMPUS REGULATIONS

PREVENTIVE MEASURES

- Absolutely no non-essential personnel are permitted at the school. All outside cast, crew, and non-student personnel must be approved by the InFocus office prior to entering the building.
- Avoid any unnecessary physical contact with others.
- Avoid touching your face.
- Cleaning and sanitation of the school will be increased. Hand sanitizer and disinfecting cleaner will be available in common areas of the school.
- Students, instructors and staff are required to frequently wash their hands with soap and water.
- Commonly used surfaces and equipment must be wiped down before each use.
- Students are required to wear face shields or provide their own masks while on campus.
- If you're feeling sick with fever, cough, or have difficulty breathing, stay home and immediately inform the InFocus office.
- Avoid using each other's desks, equipment, etc. If necessary, please make sure to clean and disinfect before and after.
- Do not share food or drinks, and do not touch other's electronics (phones, laptops, etc.)
- Refrain from visiting older people, people who are immunocompromised, or people with symptoms that match those of COVID-19.
- Any student returning to British Columbia must self-quarantine at home for 14 days before returning to school.

CAMPUS

- The lunch room and computer room will remain closed until further notice.
- No loitering in hallways or classrooms.
- Students must not gather in groups of more than two.
- Students should take their lunch outside whenever possible.
- Windows will remain open to maintain proper ventilation. Be prepared for potentially cold rooms.



CLASSES

- In an effort to limit the amount of classes held on campus, many classes (eg. post-production) will remain online.
- Some camera, sound, acting, directing and A.D. classes will take place on campus.
- Multiple people should avoid touching the same equipment.
- Some classes will be split into multiple rooms to ensure social distancing is maintained.
- InFocus reserves the right to postpone classes to later dates for safety purposes.
- Studio shoots will be held outdoors in order to ensure safety when possible.

SOCIAL DISTANCING

- Maintain a physical distance between students/instructors of 6 feet (2 metres) minimum.
- Limit in-person meetings. Use conference/video calls as much as possible.
- Follow social distancing guidelines outside the school as well, especially when:
 - Travelling
 - Visiting crowded places
 - Taking public transit

ENFORCEMENT

Students who do not follow these protocols may be sent home for the day. Repeated violations may face increasing consequences. Remember, these rules are not only for the safety of yourself, but for the safety of other students, instructors, staff, and all of their family members and close contacts.

PRODUCTION REGULATIONS

FEELING SICK WHEN ON SET

If you begin to feel sick with fever, cough or difficulty breathing while on set, immediately inform your producer and leave the premises if possible. If you are unable to leave the premises, try to find an isolated place to wait/rest until the production can arrange transportation for you. You should already be wearing a face shield or mask, but if not immediately put on both a mask and gloves.

PRE-PRODUCTION

- Production should limit attendees of all location scouting. Only necessary people should participate with 2 people per car when travelling (or less depending on the size of the vehicle)
- Producers must create separate budgets for sanitation expenses to be approved by InFocus.

TRANSPORT

- Please limit gear transportation vehicles to 2 passengers.
- Inform actors that they must get to set on their own (please confirm this before selection).
- Please use private transportation whenever possible.
- If using public transportation please take all reasonable precautions to protect yourself, such as travelling outside of peak hours if possible.



ON SET

- Cast and crew are required to frequently wash their hands with soap and water.
- When in the office or on set, everyone must maintain a 6-foot (2 metre) distance from other cast/crew members whenever possible.
- Producers must provide the following to their set:
 - Disinfecting spray or disposable disinfecting wipes
 - Masks
 - Gloves
 - Hand sanitiser
 - Plenty of soap and water
- Commonly used surfaces should be wiped down before each use.
- Maintain consistency with crew positions (e.g. only camera operator will touch the camera).
- Minimize crew around the camera and/or monitors.
- Do not provide communal craft services. Crew members should provide their own meals and snacks. Any food provided for actors should be packaged individually and not shared.
- Sets, props, wardrobe, workstations, and other commonly touched items should be disinfected frequently.
- No crew member should be near cast unless they are part of the Hair, Make Up, Sound, or Wardrobe departments. Everyone should be masked and gloved when near talent.
- Only scheduled cast and crew and InFocus staff are allowed on set. No guests are permitted.

ENFORCEMENT

Teacher assistants will be on set intermittently to monitor, test, and keep awareness of these Safety Guidelines/Policies and will have power to shut down a set if violations are found.

CREATIVE CONSIDERATIONS

- Even if not in order or the most efficient, schedule scenes in a manner to limit contact. Avoid having actors on set unless they are together in the scene being shot. When possible, shoot with a skeleton crew.
- Remove any close physical activity from scripts.
- Shoot outdoors whenever possible.
- Consider setting film in the time of COVID-19 (e.g. actors wearing masks, keeping distance from each other, etc.)

