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## COVID-19 HEALTH AND SAFETY POLICY

*Updated December 2, 2020*

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.

This policy is based on the guidelines and direction of the Provincial Health Officer, public health agencies, WorkSafe BC, IRCC, and the Ministry of Advanced Education, Skills and Training. Our plans are focused on prioritizing the health and well-being of students, instructors, and staff; maintaining our commitment to delivering a quality educational experience; and adopting an approach to in-person learning that follows the guidance of the Provincial Health Officer.

InFocus will primarily offer classes remotely (online) with select classes conducted in-person both on- and off-campus for hands-on work in the Film Production Program. Classes in other programs will remain online for the time being.

The news about the pandemic and its effects are constantly changing and therefore these rules and guidelines may be updated as the situation in British Columbia evolves, however we will maintain a commitment to protect both public health and the quality of education we deliver.

All students, staff, and visitors who enter the InFocus campus must abide by the rules set out in this policy. Failure to do so puts the health of us—including our loved ones—at risk.

### STOP THE SPREAD OF GERMS

As a reminder, there are certain steps that we all can take to protect ourselves, our contacts, and the general public from infection.

- Keep up-to-date on health advisories and always follow public health orders
- Maintain a strict social bubble, practice social distancing, and avoid close contact people who are sick or at high risk of infection
- Wash your hands often with soap and water for 20 seconds. If not possible, use hand sanitizer containing at least 60% alcohol.
- Avoid touching your face.
- Cover your coughs or sneezes with a tissue or your elbow, and then immediately wash your hands or use hand sanitizer.
- Clean and disinfect frequently touched objects and surfaces.
- Wear a mask when in public (masks are mandatory while on-campus).



## STAY HOME WHEN FEELING SICK

If you're feeling sick, please inform the school prior to any classes and stay home. If you are experiencing symptoms of COVID-19, please call 8-1-1 or use the BC COVID-19 Self Assessment Tool located at <https://bc.thrive.health/>. Symptoms of COVID-19 may include:

- Fever
- Cough
- Sore throat
- Runny nose
- Difficulty breathing
- Loss of smell or taste
- Chills
- Nausea and vomiting
- Muscle aches

If symptoms persist, or if you are directed to receive a COVID-19 test, please keep the school informed. Do not return to school or to your production until your symptoms clear and the office approves your return.

## IF YOU CONTRACT OR ARE EXPOSED TO COVID-19

Anyone who has been in close contact with a suspected or known case of COVID-19 must self-isolate at home for 14 days. Monitor yourself for symptoms and always follow the instructions of health authorities.

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

## ENTERING BRITISH COLUMBIA

By law, international travellers entering Canada must self-isolate for 14 days upon their arrival. Please ensure you have a self-isolation plan in place before you travel, and enough time to complete this self-isolation period before classes begin. International students may be denied entry to Canada if these plans are not in place, and anyone breaking these plans may face strict penalties.

Your self-isolation plan must include:

- Where you will stay for your isolation period
- How you will travel to this location
- How you will access food, medication, hygiene, and other personal items during your isolation period.

While not required by law, we are asking any student entering British Columbia from other places within Canada to voluntarily self-isolate for 14 days before coming to campus.



## ON-CAMPUS REGULATIONS

Any courses that can be delivered remotely will remain online while the pandemic continues, however some hands-on classes and projects within the Film Production Program will require in-class instruction. This section applies to all people who are on-campus, regardless of the reason.

Students unable to attend in-class instruction due to health concerns or self-isolation requirements must inform the institution before the start of any class, and may be required to participate in the class remotely (online from home). Penalties under the Attendance Policy may apply for students who fail to provide notification of their absence.

### PREVENTIVE MEASURES

- Complete a self-assessment daily before coming to InFocus (<https://bc.thrive.health/>)
- Absolutely no non-essential personnel are permitted at the school. All visitors 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 asked to frequently wash their hands with soap and water.
- Commonly used surfaces and equipment must be wiped down before each use.
- Non-medical masks or other face coverings are required 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 others' electronics (phones, laptops, etc.)
- Refrain from visiting seniors, people who are immunocompromised, or people with symptoms that match those of COVID-19.

### CAMPUS

- The lunch room and computer room will remain closed until further notice. Students who do not have access to a computer should inform the office, and we will attempt to find a solution.
- Lunches should be taken outdoors whenever possible. Do not socialize inside.
- Windows may 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.
- Whenever possible, avoid touching the same equipment or disinfect the equipment before use.
- 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.
- When possible, shoots and exercises will be held outdoors.

## 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 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 transportation can be arranged. You should already be wearing a face shield or mask, but if not immediately put on a mask.

## 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).
- Use private transportation whenever possible.
- If using public transportation, please take all reasonable precautions to protect yourself. Practice social distancing, wear a mask, and travel 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, 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

Staff and/or TAs will be on set intermittently to monitor, test, and keep awareness of this policy, 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.)

