



**ELON**  
UNIVERSITY

School of  
Communications

# **School of Communications COVID-19 Policies for Production Spaces and Student Organizations**

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# Introduction

The School of Communications COVID-19 Policies for Production Spaces and Student Organizations have been written to ensure safe and healthy working environments in our studios, control rooms, student office spaces, the Gear Room and on-location shoots. These guidelines are written in support of the ready and resilient university rules, regulations, policies and guidelines. Please stay up to date with university policies via <https://www.elon.edu/u/ready-and-resilient/>. In order to keep our community safe, the guidelines in this handbook are also required. Indeed, the Elon Honor Code calls on each of us to make a solemn, personal commitment every day to protect our own health and the health of others.

Our overarching recommendation is to work remotely whenever possible. But if using an office space, post-production space, control room or studio is necessary, please follow the policies listed below. Note that the School of Communications reserves the right to adjust these policies at any time, depending on COVID-19-related orders from the governor or the university.

Thank you for helping keep the School of Communications and Elon University a safe place to work and learn. If you have any questions about this document, contact Bryan Baker ([bbaker3@elon.edu](mailto:bbaker3@elon.edu)), Colin Donohue ([cdonohue@elon.edu](mailto:cdonohue@elon.edu)) and/or Katie Halter ([khalter2@elon.edu](mailto:khalter2@elon.edu)).

# CDC Health and Safety Guidelines

Please visit <https://www.elon.edu/u/ready-and-resilient/> for additional Elon specific ready and resilient information.



**LIMIT** close personal contact and maintain a minimum physical distance of at least six feet. Be mindful of physical distancing in small spaces, including elevators, hallways, stairwells and restrooms.



**WEAR** cloth face coverings while indoors (classrooms, labs, elevators, common areas, etc.) & outdoors when social distancing is not possible. Read the full **Elon University Face Covering Policy**.



**WASH** your hands with soap and water for at least 20 seconds as frequently as feasible.



**USE** hand sanitizer after interactions with people or objects if soap and water are not readily available.



**COUGH or SNEEZE** into a tissue, sleeve or elbow, not your hands.



**DO NOT SHARE** drinks, bottles, phones, desks, eating utensils, hygiene products or other personal use items.



**STAY HOME** if you are ill.



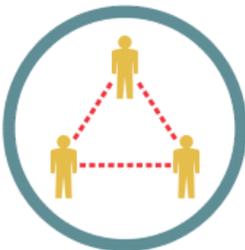
**AVOID** touching your face.



**REFRAIN** from shaking hands or other close bodily contact (including “selfies”) with others.



**DISINFECT** any public equipment (computers, water filling stations, etc.) before and after each use.



**LIMIT** the size of gatherings per **local and state guidelines** and practice social distancing.



**MONITOR** your health daily to identify cases early and to be mindful of contagion. If you begin to have symptoms of COVID-19, self-isolate immediately and contact your healthcare provider.

## School of Communications and Student Media Organization Offices & Post-Production Spaces

Based on CDC guidelines, industry standards and Elon's Ready and Resilient Task Force work for best practices and the use of physical spaces, the following policies have been implemented for School of Communications and student media offices and post-production spaces. The protocols contained herein apply to:

- McEwen 002 (WSOE 89.3 FM)
- McEwen 008 (audio editing suites)
- McEwen 009 (Cinelon)
- McEwen 011 (Phi Psi Cli)
- McEwen 012 (video editing suites)
- McEwen 107A (Elon Student Television)
- McEwen 108 (Elon News Network)
- Schar 103 (Live Oak Communications)
- Long 100 (Innovation Lab)
- Long 108 A-F (video editing suites)

Anyone in these spaces will be required to wear a mask, unless they're working alone in an enclosed environment (either individually in an office or in a video editing suite).

### Furniture and Workstations

- Furniture and workstations will be modified, adjusted and/or removed from office spaces. Couches will be removed and stored, as will any office chairs that potentially increase the maximum capacity of spaces.
- Students will be expected to physically separate (minimum of six feet) throughout the office.

- High-touch communal items (coffee pots, refrigerators, etc.) will be removed and stored.
- If signage is needed in spaces, it may be ordered via Elon print services: <https://www.elon.edu/u/return-to-campus/signage-resources/>. Use COVID-19 as the budget code, and the university will pay for it. Contact Bryan Baker ([bbaker3@elon.edu](mailto:bbaker3@elon.edu)), Colin Donohue ([cdonohue@elon.edu](mailto:cdonohue@elon.edu)) or Katie Halter ([khalter2@elon.edu](mailto:khalter2@elon.edu)) if you need help placing an order.

## Maintaining a Healthy Work Environment

- Anyone who exhibits symptoms of COVID-19 or who lives with someone who is sick with or exhibiting symptoms of COVID-19 is expected to stay home and not enter any office or post-production spaces. Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.
- Work remotely as much as possible. Most of what needs to be accomplished in these office and post-production spaces can be done from home or other areas. All students will have a subscription to the Adobe Creative Cloud and can install necessary software on their computers.
- Anyone in these spaces will be required to wear a mask, unless they're working alone in an enclosed environment (either individually in an office or in a video editing suite). If on-camera talent needs to be unmasked within the Jane and Brian Williams Studio and the Virtual Studio in the School of Communications, a faculty or staff adviser must secure approval from Dean Rochelle Ford prior to shooting.
- Stagger shifts and start times. Consider implementing office hours, and be sure to space out the number of people in a given location.
- Consider posting signs in office spaces to help ensure physical distancing and to reinforce proper health and safety protocols. Signage may be ordered from print services: <https://www.elon.edu/u/return-to-campus/signage-resources/>. Use COVID-19 as the budget code, and the university will pay for it.
- Clean and disinfect high-touch surfaces before and after using them. This includes keyboards, mice, desktops, etc. Follow CDC guidelines for cleaning: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>.
- Wash hands or use sanitizer before and after entering an office or post-production space.
- Prohibit handshaking, hugging and other social practices that limit physical distancing.
- Avoid touching eyes, nose and mouth.
- Student leaders from School of Communications and student media organizations will be required to sign the Office Spaces Health & Wellness Pledge (Appendix A) on behalf of their organizations in addition to the university commitment they signed online. The School pledge reinforces the university pledge and is specific to their engagement in productions affiliated with the School or using School equipment.
- They will also commit to fashioning a wellness pledge for their respective organizations and requiring members of their staff to uphold it.

## Food

- Food and drink will not be permitted in student organization offices, studios, control rooms, editing suites, classrooms and meeting rooms for at least the fall semester. This applies to shared food (boxes of donuts, carafes of coffee, two-liter bottles of soda, etc.) and personal single servings.
- While food and drink will be permitted in common areas within the School of Communications facilities, it is still recommended that people eat outside.
- Refer to Elon's Ready & Resilient plan for updates to this policy.

## Administrative Controls

- Bryan Baker and Colin Donohue will have control of swipe access to all School, student media and post-production spaces. Requests to add or remove people to the list of those with access must go through one of them.
- Organizations or students who violate any of the guidelines outlined in this document will be reprimanded. Students and advisers will be expected to follow proper health and safety protocols and to stick to the capacity limits indicated below.
- If a violation occurs in the **video editing or audio editing suites**:
  - **First offense**: Written warning to the student, alerting them to the violation. Warning will come from Bryan Baker, with Rochelle Ford, Kenn Gaither, Tony Weaver and Colin Donohue copied.
  - **Second offense**: Loss of access to the space for the remainder of the semester.
- If a violation occurs in a **School or student media organization office space with swipe access**:
  - **First offense**: Written warning to the student and/or student leader, alerting them to the violation. Warning will come from Colin Donohue, with Rochelle Ford, Kenn Gaither, Tony Weaver, Bryan Baker and organization adviser(s) copied.
  - **Second offense**: Loss of access to the office space for everyone in the organization for two weeks.
  - **Third offense**: Loss of access to the office space for everyone in the organization for the entirety of the fall semester.
- If a violation occurs in a **School or student media organization office space with keyed entry** (no swipe access):
  - **First offense**: Written warning to the student and/or student leader, alerting them to the violation. Warning will come from Colin Donohue, with Rochelle Ford, Kenn Gaither, Tony Weaver, Bryan Baker and organization adviser(s) copied.
  - **Second offense**: Loss of access to the office space for everyone in the organization for two weeks.
  - **Third offense**: Loss of access to the office space for everyone in the organization for the entirety of the fall semester.

- Violators may also be referred to Student Conduct for a violation of Elon University's Honor Code.

## Room Capacities

These capacities were developed following best industry practices and with the input of Ready and Resilient task force members. Capacities will be noted on the doors to all offices and spaces. Violations of capacity limits should be reported to Bryan Baker ([bbaker3@elon.edu](mailto:bbaker3@elon.edu)) and/or Colin Donohue ([cdonohue@elon.edu](mailto:cdonohue@elon.edu)).

**People should wear masks in all spaces.** The only time a mask isn't needed is when a single person is in an enclosed space. Otherwise, masks will be worn at all times. In addition, physical distancing should be observed in all spaces.

Unnecessary furniture will be removed from offices and will be stored either in the faculty commons in Schar Hall or within lockable spaces in individual offices. Items to be removed include couches, coffee pots, refrigerators and office chairs over a space's stated capacity. (Some keyboards and mice may also be removed.)

### *WSOE 89.3 FM*

Maximum capacity: 6

- On-air room: one person
- Production room: one person
- Studio: one person
- Common space: two people
- Office: one person
- Furniture to be removed: couch, refrigerator and unnecessary office chairs

### *Audio Editing Suites*

- Maximum capacity: 12 people
  - 008A: two people
  - 008B: four people
  - 008C: two people
  - 008D: two people
  - 008E: two people
- Furniture to be removed: chairs

### *Cinelon*

- Maximum capacity: 3 people
- Furniture to be removed: unnecessary office chairs

### *Phi Psi Cli*

- Maximum capacity: 3 people
- Furniture to be removed: couch and unnecessary office chairs

### *Video Editing Suites*

- Maximum capacity: 22
  - One person in each single-capacity suite
  - Two people in corner suites
- Furniture to be removed: common area furniture and desks

### *Elon Student Television*

- Maximum capacity: 5 people
- Furniture to be removed: couch and unnecessary chairs

### *Elon News Network*

- Maximum capacity: 14
  - Three people at each “dog bone” desk
  - One person per individual desk at center front of room (desks will be separated out instead of grouped together)
  - Two people at the assignment desk
- NOTE: Only one person may use the whisper room at any given time. That person counts toward the max capacity of 14. One microphone will be removed.
- Furniture to be removed: couches and unnecessary chairs

### *Live Oak Communications*

- Maximum capacity: 7
  - Two people at the big desk
  - Two people at the desk running along the wall (two computers)
  - Two people in the common area
  - One person in the back office
- Furniture to be removed: couch, unnecessary chairs, coffee pot and refrigerator

### *Long Innovation Lab*

- Maximum capacity: 3

## *Long Video Editing Suites*

- Maximum capacity: 6
  - One person in each suite

# **Control Room and Studios**

## **Introduction**

Elon University's School of Communications takes student, faculty and staff health and safety seriously. It is recommended that productions are done remotely whenever possible. If it's necessary to use the studios and control rooms, employ the fewest number of staff members and students as possible. Guidelines and recommendations apply to all people who enter the control rooms and studios on Elon University's campus.

## **Personnel**

Bryan Baker will conduct a search for a studio manager(s) to be hired by September 2020. They will be in charge of looking after the studios, ensuring shows are complying with the rules, reporting mishaps, and assisting with the cleaning of equipment. A table and chair in the vestibule will be added for them to use during their work hours.

Each student organization that plans to use the studios must identify two people as designated safety officers. They are charged with ensuring their crews are operating within the safety guidelines. They are also required to participate in cleaning training and help with cleaning after their shows use the studio. This person can serve both as part of the show's crew and as the safety officer.

A faculty/staff adviser, studio manager and engineer must be present at all shoots requiring use of the control rooms or studios.

## **Access and Scheduling**

Access to the studio and control rooms will be given to the studio managers, faculty and staff advisers and engineers. The control rooms and studios will be locked when they are not in use.

Schedule priority will go:

1. Classes
2. School and student studio organizations
3. Student projects

Shows will be scheduled for their weekly time slots after 5 p.m. during the fall semester. Only one show/shoot will be allowed to happen per night, and only the show shooting on a given night will have access to the studios and control rooms. The producers of each show are

required to complete the Production Guide (**Appendix B**), which lists necessary crew and any other needs (i.e., virtual interview information), three days prior to their shoot. The guide should then be emailed to [commstudios@elon.edu](mailto:commstudios@elon.edu).

Students, faculty, staff or departments who wish to reserve the studios or control rooms for class projects will continue to book them through Julie Prouty in the Gear Room one week prior to their shoot. During that time frame, Prouty will contact Quintin Brenner, Jeff James and Bryan Baker to ensure engineers are available. A studio manager and/or faculty/staff adviser will also need to be present during the shoot. A crew list will need to be provided via the Production Guide to [commstudios@elon.edu](mailto:commstudios@elon.edu). Not everyone will be able to email the list, in which case the crew sheet should be sent to Baker ([bbaker3@elon.edu](mailto:bbaker3@elon.edu)), Colin Donohue ([cdonohue@elon.edu](mailto:cdonohue@elon.edu)) and/or Katie Halter ([khalter2@elon.edu](mailto:khalter2@elon.edu)).

In the event someone on the crew list needs to be replaced at the last minute, highlight the changes on the Production Guide and resend to [commstudios@elon.edu](mailto:commstudios@elon.edu). Keeping your crew accurate and updated is important for contact tracing purposes, if necessary.

The [commstudios@elon.edu](mailto:commstudios@elon.edu) listserv will include studio manager(s), faculty/staff advisers, engineers, Jeff James, Quintin Brenner, Katie Halter, Colin Donohue and Bryan Baker.

The studio and control rooms will be available for reservation at certain times throughout the day based on studio manager and engineer scheduling. They must be scheduled 24 hours in advance through the Gear Room. Drop-in shoots will not be allowed.

## Control Room and Studio Capacity

Television shows are encouraged to use both control rooms and studios for a single studio production. All people who enter the control room and studio spaces must wear masks at all times. No exceptions. If on-camera talent needs to be unmasked within the Jane and Brian Williams Studio and the Virtual Studio in the School of Communications, a faculty or staff adviser must secure approval from Dean Rochelle Ford prior to shooting. Talent should only remove masks immediately prior to going on air.

### *Control Room A*

- Maximum capacity: 3
  - Front bench (in order of priority): prompter, producer or director
  - Second bench: graphics
  - Third bench (in order of priority): adviser or director
- See figure in **Appendix C**.

### *Control Room B*

- Maximum capacity: 3
  - Front bench: technical director/director
  - Second bench (in order of priority): VTR or producer
  - Third bench/audio room (in order of priority): audio or adviser

- See figure in **Appendix D**.

### *Virtual Studio*

Class/Workshop capacity: 7

Show capacity: 4

The capacity in **Virtual Studio** will depend on the setting. **When a class or workshop is being led by a faculty or staff member, the capacity is 7.** All sets should be pushed to one side of the room to maximize the amount of space to physically distance. A wingspan test is recommended for proper spacing throughout the studio.

**When a student-produced show or production is using the studios, the capacity is 4.** If production requires using two unmasked anchors, they must be 10 feet apart. It is recommended one camera operator, one floor director/camera operator and one or two talent be in the studio.

### *Williams Studio*

Class/Workshop capacity: 10

Show capacity: 4

The capacity in the **Williams Studio** will depend on the setting. **When a class or workshop is being led by a faculty or staff member, the capacity is 10.** All sets should be pushed to one side of the room to maximize the amount of space to physically distance. A wingspan test is recommended for proper spacing throughout the studio.

**When a student-produced show or production is using the studios, the capacity is 4.** If production requires two unmasked anchors, they must be 10 feet apart. It is recommended one camera operator, one floor director/camera operator and one or two talent be in the studio.

Standing and conversing in the vestibule will not be allowed.

The capacity numbers will be posted on the inside and outside of all doors in the control rooms and studios. Anyone who sees something that might be a threat to public health should contact Bryan Baker at [bbaker3@elon.edu](mailto:bbaker3@elon.edu).

It's recommended that once people enter the control room/studio area for a show, shoot, classroom or workshop that they do not leave the space until the production or class is complete. All communication should be done over intercoms.

If a violation occurs in the studios and/or control rooms:

- **First offense:** Written warning and production stops for the day. Warning will come from Bryan Baker, with Rochelle Ford, Kenn Gaither, Tony Weaver and Colin Donohue copied.
- **Second offense:** Loss of access to the studios and controls for the remainder of the semester.

Violators may also be referred to Student Conduct for a violation of Elon University's Honor Code.

The studio manager, show safety officers and/or faculty/staff adviser are responsible for ensuring all shows comply with the rules and for reporting offenses.

## Cleaning

- Cleaning supplies have been ordered. Spray bottles, gloves, alcohol, distilled water and microfiber rags are available for use in the studios and control rooms. Each room will be equipped with a bottle and microfiber rag. The alcohol mixture is a 50/50 mix of distilled water and alcohol.
- To properly clean the equipment, spray the rag with the alcohol mixture and then wipe the equipment with the rag.
- The studio manager will be responsible for keeping track of supplies and letting Bryan Baker and/or Jeff James know if supplies are low.
- Crew members are encouraged to gently wipe down equipment prior to touching it. Crew members must add a microphone cover to their headsets prior to use.
- After every show, the studio manager, engineer and safety officers will be in charge of cleaning. The safety officers will be responsible for cleaning the studios and other high-touch areas. The engineer and studio manager will split the cleaning in the control rooms. It is ultimately the responsibility of the studio manager to ensure that spaces are properly cleaned after each use.
- Jeff James and Quintin Brenner will be in charge of training engineers, studio managers and show safety officers on cleaning protocols prior to the first shooting date.
- There will be a one-hour buffer between each use of the studios or control rooms. Schedules of student shows and blocks of availability throughout the day will be announced at a later date.
- Hand washing frequently for at least 20 seconds is recommended. Use hand sanitizer if hand washing isn't possible. Wash your hands before putting on a mask and removing it. Wash after blowing your nose, coughing, sneezing and using the restroom. Wash before eating or preparing food. Wash before and after you clean your work items and tools.
- A hand sanitizing station will be available in the vestibule area between the studios and control rooms. Anyone who enters must use it before entering the studios and control rooms.
- Personal belongings are discouraged in the control rooms and studios. This includes backpacks, purses, phones, drinks and laptops. Producers may bring their phones in for timing purposes. Students must leave their personal items in the vestibule area, where the studio manager will ensure they remain safe.
- There will be special considerations for shared equipment such as microphones and camera viewfinders, which must be cleaned and disinfected after each use in accordance with the following guidelines:
  - **General**
    - Read and follow cleaning product instructions including proper personal protective equipment use.
    - Wear disposable gloves while removing, handling, and cleaning/disinfecting shared equipment.

- Remove and dispose of gloves after each use.
  - Wash hands immediately after removal of gloves.
  - During cleaning, do not allow liquids to come in contact with electronics or sensitive parts of the equipment.
- **Microphones**
  - When feasible, always use a windscreen on microphones to provide an extra layer of contamination protection for the capsule and other sensitive electronics.
  - Remove outer foam windscreen. Dispose and replace, if feasible. If not feasible to replace, clean any visible dirt, spray with disinfectant and allow to dry.
  - Remove the grille and clean. After the grille is dry, soak or spray with disinfectant and allow to dry.
  - Clean and disinfect microphone housing.
- **Headsets**
  - Do not share headsets. Only use the headset for your position. At the end of your show, throw away your microphone cover.
  - If the headset microphone cannot be disassembled, clean and disinfect as-is. For porous surfaces, spray with disinfectant and allow to dry.
  - Clean and disinfect headset earpad(s) and headband. If those surfaces are porous, spray with disinfectant and allow to dry.
- **Earpieces/IFB**
  - Do not share earpieces/IFB. Only use personally assigned earpieces/IFB.
  - Clean any visible dirt from the earpiece/IFB, including the canal. Use a specialty tool or vacuum for the canal, if necessary.
  - Disinfect earpiece.
- **Camera Viewfinders, thumb wheels and other controls**
  - Clean any visible dirt and disinfect the viewfinder and lens.

## Tours

Tours will not be permitted to enter the studios and control rooms. Bryan Baker will work with Abby Igoe to create a video of the studios and control rooms in action that will appear on the TV above the studio entrance. The doors to the studios will be closed until the studio manager opens them for their hours, classes, television productions or student projects.

## Health and Wellness Pledge

Faculty, staff and students must sign the Health and Wellness Pledge prior to entering the control room and studios for the first time. The pledge is available online and in **Appendix E**.

# On-Location Shoots

## COVID-19 Risk Reduction Protocols

Film and TV productions often require long hours in challenging locations. Having proper health and safety procedures in place keeps everyone on set safe. These policies are designed specifically for Elon University students participating in on-location productions. It is the responsibility of each individual member of the production team to ensure that safety guidelines are followed. Any student, particularly those working on their BFA thesis film, who wishes to deviate from these policies must first seek written approval from a cinema and television arts faculty member and then receive permission from the dean. Any proposed deviation from these policies must still be in line with Elon University's Ready and Resilient plan.

Consider working remotely for all pre-production and production meetings. If on-camera talent needs to be unmasked within the Jane and Brian Williams Studio and the Virtual Studio in the School of Communications, a faculty or staff adviser must secure approval from Dean Rochelle Ford prior to shooting. For post-production, all students will have a subscription to the Adobe Creative Cloud and can install necessary software on their computers.

Anyone who exhibits symptoms of COVID-19 or who lives with someone who is sick with or exhibiting symptoms of COVID-19 is expected to stay home and not enter a set, office or post-production space. Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. It's important to note that asymptomatic people still pose a risk to others. Every production must have a Health Safety Manager on set, who can be a member of the production team with an already assigned position (such as producer or assistant director).

### *Health Safety Manager*

The Health and Safety Manager (HSM) determines and ensures that each production meets health and safety standards on location a daily basis. HSM can override the director/producer if safety standards are not being met.

### **Duties**

- Discuss safety plans with a faculty mentor prior to production.
- Conduct the daily Health Questionnaire and Production Tracker (see **Appendix F**). Cast and crew members may not start work until a health check has been completed.
- Confirm that all members of the production have completed the university's daily Ready & Resilient Health Screening and submit the [Daily Safety Report](#) (see **Appendix G**).
- Read the daily safety announcement (see below).

- Work with the producer to create a safety kit for the entire production.
- Use tape, cones or signage to designate the following areas:
  - sanitizing area with clean and dirty sides
  - food area
  - area for actors
  - trash area
- Call for cleaning/hand washing time at the beginning of the day, every three hours and at the end of the day.
- During cleaning time, sanitize high touch surfaces (doorknobs, bathroom sinks, etc.)
- Identify exits.
- Make sure there is adequate trash and recycling receptacles. Dispose of both at the end of production day.
- Make sure there are soap and paper towels in the hand washing area.
- Distribute masks and personal hand sanitizer, when necessary.
- Run daily safety meeting outside and cover all aspects of safety, including inclusion, general and COVID-19 safety.
- Have the following information on hand:
  - Emergency contact information for all cast and crew
  - Closest hospital phone number, address and driving directions
    - Elon University: R. N. Ellington Center for Health and Wellness at 301 South O'Kelly Avenue, Elon, N.C., 27244; Phone: 336-278-7230
    - Alamance Regional Medical Center at 1240 Huffman Mill Road, Burlington, N.C., 27215; Phone: 336-538-7000
    - Moses Cone Memorial Hospital at 1200 North Elm Street, Greensboro N.C., 27401; Phone- 336-832-7000
  - Contact information for mental health, Bias, Discrimination, Harassment, Hate, Sexual Misconduct, and Gender-Based Violence resources and reporting (see **Appendix H**).
  - Know and follow COVID-19 restrictions governing campus, city, county, state, country.

### **Daily Safety Announcement (read by HSM)**

Health and safety are foremost priorities during production. The Elon Honor Code calls each of us to make a personal commitment to protect our own health and the health of others by observing the following:

- Each member of the production bears responsibility for their conduct and should reasonably hold others responsible for their actions.
- Elon University does not tolerate acts of sexual harassment, gender-based violence, sexual misconduct, and sex and/or gender based discrimination.
- Elon University denounces bias-related conduct, which refers to language, behaviors and/or acts that demonstrate discrimination or hate against people or groups because of any of the following identity categories (perceived or otherwise): race, ethnicity, faith tradition, national origin, gender, gender expression/identity, sexual

orientation, age/generation, socio-economic status and disability.

- In light of the COVID-19 threat, proper distancing, wearing masks, hand washing and other protocols should be observed at all times.

In addition to the above, safety issues specific to the day's shooting schedule should also be addressed (e.g. use of moving vehicles, stunts, prop weapons, etc.).

#### **Safety Kit** (recommended items)

- Cleaning kit - microfiber cloth and cleaning solution (available from the Gear Room)
- Hand soap
- Paper towels
- Disposable masks
- Hand sanitizer
- Signage with safety protocols
- Disposable gloves for cleaning and taking out trash
- Cones/tape for zones
- No-touch thermometer
- Wipes
- First Aid kit
- Fire extinguisher
- Phone numbers and addresses for nearest hospital
- Sunscreen
- Bug spray
- Tissues

### *Policies for All On-Location Productions*

#### **Face Coverings**

- Everyone wears a face covering.
- If on-camera talent needs to be unmasked within the Jane and Brian Williams Studio and the Virtual Studio in the School of Communications, a faculty or staff adviser must secure approval from Dean Rochelle Ford prior to shooting. Members of the cast wear masks until the last possible moment before rolling.
- Since masks cannot be worn when eating/drinking, keep 10 feet of physical distance when eating/drinking. Eating outside is encouraged.
- When wearing a face covering, avoid touching your face or face covering.
- Change your face covering if it becomes damp or if you've touched it.
- Change and wash your face covering daily.

#### **Physical Distancing**

- Keep physical distance of at least six feet, especially indoors.
- If eating/drinking, keep physical distance of at least 10 feet.
- Avoid any physical contact with others.
- Reduced cast and crew. Maximum of 10 people if there is room to distance six feet.

- Have as few people on-set during a scene as possible. Once cast and crew have completed their role on-set, they should leave.
- Crew or cast who don't need to be indoors should wait outdoors until cued by the HSM.
- If filming indoors, attempt to move duties outdoors.
- All sets must be closed sets. No visitors.

### **Hands**

- Avoid touching your eyes, nose and mouth.
- Cover coughs or sneezes with tissues. If a tissue is not available, cough/sneeze into your elbow and immediately wash hands or use hand sanitizer.
- Wash hands frequently and for at least 20 seconds.
- Use hand sanitizer if hand washing isn't available.
- Wash hands
  - before putting a face covering on, and after removing it.
  - after blowing your nose, coughing or sneezing.
  - before and after using the restroom.
  - before eating or preparing food.
  - after contact with animals or pets.
  - before and after providing routine care for another person who needs assistance (e.g., a child).
  - before and after cleaning work items and tools.

### **Cleaning**

- Wear gloves when cleaning.
- Launder clothes after production day.
- Clean props (each prop should only be used by one person) and high-touch items (doorknobs, sinks, etc.).
- Clean at the beginning of the day, every three hours, and at the end of the day.
- Clean using sanitizing wipes or 70% isopropyl alcohol mixed equally with distilled water and a microfiber cloth.
- Everyone may be responsible for cleaning. The last person to touch equipment or a prop should clean that item. HSM will clean high-touch items.
- Equipment from the Gear Room will be professionally cleaned and disinfected by members of the Gear Room staff at checkout and return. Only one person should handle each Gear Room item for the duration of the checkout.

### **Food**

- Food and drink are not permitted in the School of Communications. Any shoots happening inside the facilities must be free of food and drink.
- At on-location shoots outside the School of Communications, any member of a production should bring their own food and water bottle/beverage and label it.
- If food is provided, it needs to be individually boxed or wrapped and include napkins, silverware and condiments.
- If providing food, there must be a system for people with allergies and food restrictions to receive their own boxed lunch.

- Since masks cannot be worn when eating, at least 10 feet of physical distance should be maintained when eating outside.
- Consider staggering meal/snack breaks to avoid everyone eating at once.

### **Additional COVID-19 Risk Reduction Protocols**

- Must have a Health Safety Manager on set.
- All students must watch safety videos and complete a quiz.
- Conduct pre-production meetings virtually.
- During production, cast and crew members should refrain from traveling, visiting crowded places such as bars, restaurants, movie theaters, supermarkets, shopping malls, etc.
- One person per edit suite in post-production. See video editing suite capacities on pages 10-11.
- All cast and crew must remain in the same role the entire production day.
- Only touch the equipment a role requires.
- Keep personal items off set if possible and keep personal items separate from the items of others.
- Have members of vulnerable populations work virtually on pre- or post-production, rather than in-person production.
- Have a paperless set.
- Production locations that are discouraged:
  - Locations that can't be cleaned before production.
  - Locations that serve at-risk populations.
  - Locations that serve large groups of people.
  - Locations with no hand washing area.
  - Small indoor locations.
  - Filming outdoors is highly recommended.
- People cannot be on set if they have:
  - Fever
  - Cough
  - Sore throat
  - Shortness of breath or trouble breathing
  - Headache
  - New body aches or muscle pain
  - New loss of taste or smell
  - Congestion or runny nose
  - Nausea or vomiting, and/or diarrhea

### **Working with Actors/Interview Participants**

- Keep a distance of six feet when directing with actors and 10 feet if the actor is unmasked.
- Actors' interaction with one another cannot be closer than six feet.
- Actors should stay masked until just before shooting a scene.

- Actors should be taught how to dress themselves with microphones.
- Actors should use the same mic for each shoot. No sharing mics.
- Prioritize safety when making directing decisions. Consult with faculty on best practices.

If a violation occurs during an on-location shoot:

- **First offense:** Written warning to the student, student leader and faculty/staff adviser(s), alerting them to the violation. Warning will come from Bryan Baker, with Rochelle Ford, Kenn Gaither, Tony Weaver and Colin Donohue copied.
- **Second offense:** Loss of Gear Room access for two weeks.
- **Third offense:** Loss of Gear Room access for the fall semester.

Violators may also be referred to Student Conduct for a violation of Elon University's Honor Code.

See **Appendix H** for information about other, non-COVID 19 specific general production safety guidelines.

## Gear Room

The Gear Room will adopt new policies in fall 2020 to reduce traffic in the office and to ensure that all equipment is properly cleaned at check-in and check-out. Students will be strongly encouraged to come to the Gear Room at their exact and unique appointment time.

- Mask will be required of all staff and patrons.
- Only one patron in the office at a time. If more than two people are in line for a Gear Room appointment, the line may be moved to Snow Atrium.
- Pick-ups and returns will be scheduled at five-minute appointment intervals.
- Grace period to checkout equipment will be 30 minutes.
- The default check-out period will be 24 hours.
- One equipment renewal will be allowed in person.
- Patrons returning equipment will place gear on a rolling cart and unpack resources to display barcodes for operations assistants to scan returns and repack resources after they are scanned in.
- All gear room associates will be trained to properly clean equipment.

# Appendices

## Appendix A – Office Spaces and Health and Wellness Pledge

As a leader of a student organization, I pledge to participate in the collective effort of ensuring the safest practical office environment as we begin our return to work. I acknowledge the policies regarding use of my organization’s office space, including but not limited to capacity, masking protocols and social interactions, and I will apply recommendations for safe behavior to my daily life and to my actions at work. I am responsible for enforcing appropriate behaviors on behalf of my organization, and I will cover the relevant information located in the School of Communications COVID-19 Policies for Production Spaces and Student Organizations with my staff. I also commit to writing a wellness pledge for my organization and requiring my staff to sign it.

I understand that violations of the policies outlined in the School of Communications and Student Media Organization Offices & Post-Production Spaces portion of the School of Communications COVID-19 Policies for Production Spaces and Student Organizations include a written warning (first offense), loss of access to the office for two weeks (second offense) and loss of access to the office space for the semester (third offense). I further understand that changes to the policies outlined in the School of Communications COVID-19 Policies for Production Spaces and Student Organizations may change at any time, depending on national, state and/or university orders.

I commit to:

- wearing face coverings when in Elon University’s School of Communications and my office space and encouraging my staff to do the same.
- enforcing physical distancing guidelines by maintaining a minimum 6-foot separation within my office wherever possible.
- reinforcing personal hygiene awareness by reminding my staff to engage in frequent and thorough hand washing/sanitizing.
- not allowing people, including myself, who are sick or exhibiting symptoms of COVID-19 to enter my organization’s office.
- following any other workplace specific guidelines or rules associated with the safe return to work because of the COVID-19 pandemic.

Name \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

## Appendix B - Template Production Guide

SHOW TITLE			
<b>EVENT</b>	Show Number, Fall/Spring Semester Year		
<b>DATE</b>	Date of shoot	<b>CALL TIME</b>	Time crew is expected to show up
<b>LOCATION</b>	Studio, McEwen Hall	<b>START TIME</b>	Start of production

SHOW CONTACTS			
POSITION	NAME	PHONE	EMAIL
<b>FACULTY ADVISOR</b>	NAME	PHONE	EMAIL
<b>STUDIO MANAGER</b>	NAME	PHONE	EMAIL
<b>ENGINEER 1</b>	NAME	PHONE	EMAIL
<b>CHIEF ENGINEER</b>	Jeff James	----	jjames@elon.edu
<b>DIRECTOR OF TECHNOLOGY</b>	Bryan Baker	----	bbaker@elon.edu

CONTACTS AND CREW			
<b>CONTROL ROOM A</b>			
POSITION	NAME	PHONE	EMAIL
<b>FRONT ROW POSITION</b>	NAME	PHONE	EMAIL
<b>SECOND ROW POSITION</b>	NAME	PHONE	EMAIL
<b>THIRD ROW POSITION</b>	NAME	PHONE	EMAIL
<b>CONTROL ROOM B</b>			
POSITION	NAME	PHONE	EMAIL
<b>FRONT ROW POSITION</b>	NAME	PHONE	EMAIL
<b>SECOND ROW POSITION</b>	NAME	PHONE	EMAIL

<b>THIRD ROW POSITION</b>	NAME	PHONE	EMAIL
<b>WHICH STUDIO</b>			
<b>POSITION</b>	<b>NAME</b>	<b>PHONE</b>	<b>EMAIL</b>
<b>TALENT 1</b>	NAME	PHONE	EMAIL
<b>TALENT 2</b>	NAME	PHONE	EMAIL
<b>FLOOR DIRECTOR</b>	NAME	PHONE	EMAIL
<b>CAMERA OPERATOR</b>	NAME	PHONE	EMAIL

<b>WHICH STUDIO (If applicable. If not, this table can be deleted.)</b>			
<b>POSITION</b>	<b>NAME</b>	<b>PHONE</b>	<b>EMAIL</b>
<b>TALENT 1</b>	NAME	PHONE	EMAIL
<b>TALENT 2</b>	NAME	PHONE	EMAIL
<b>FLOOR DIRECTOR</b>	NAME	PHONE	EMAIL
<b>CAMERA OPERATOR</b>	NAME	PHONE	EMAIL

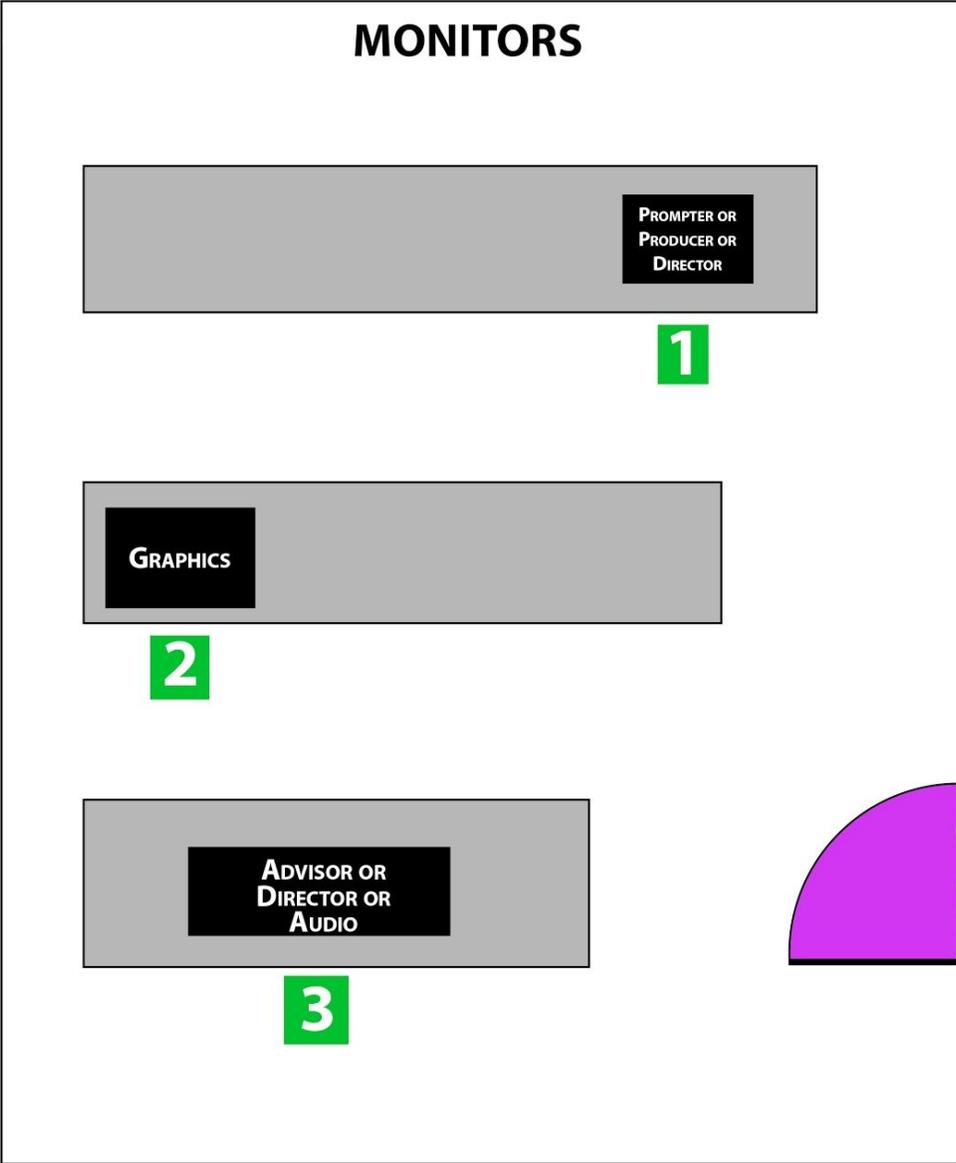
<b>SCHEDULE – FRIDAY</b>	
Call time	12:00 p
Start Shooting	12:20 p
Wrap Up	2:00 p

<b>SHOW NOTES</b>	
1	Virtual interview information
2	Any other needs from engineer?

# Appendix C – Control Room A Functions

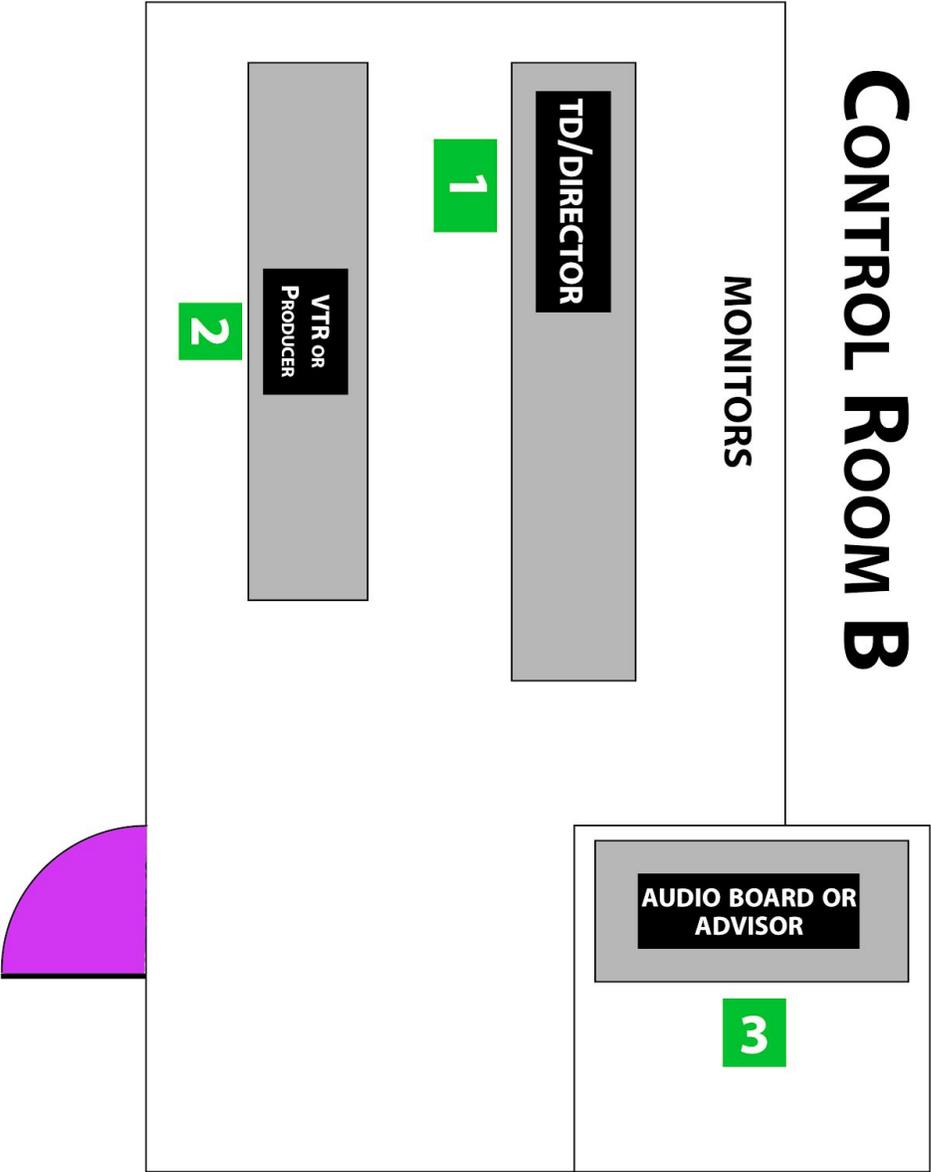
\*Drawings are not to scale\*

# CONTROL ROOM A



# Appendix D – Control Room B Functions

\*Drawing are not to scale\*



## **Appendix E – Control Room and Studios Health and Wellness Pledge Template**

The mission of Elon University’s School of Communications in response to the COVID-19 pandemic is to promote the safest work environment possible for students, staff and faculty. We will accomplish our goal of a safe environment by way of comprehensive initiatives, such as:

- Continually seeking advice from health experts and organizations.
- Communicating and collaborating with our students, staff, and faculty.
- Communicating to crew, guidelines and expectations for safe and healthy behaviors.

So that all employees feel safe on site, we ask that you take part in our “safe behavior initiative.” Elon University’s School of Communications is relying on you to do your part to keep our spaces safe. Please read and sign the pledge below acknowledging your important part in this initiative. We are in this together.

If you choose to accept an assignment that takes you into the studios and/or control rooms, you **MUST** comply with all safety protocols outlined. Elon University’s School of Communications has a zero tolerance policy for anyone who does not follow these guidelines and puts their fellow colleagues at risk. Any failure to adhere to these safety protocols will result in disciplinary action against you and/or your organization.

While we recommend taking precautions to make the environment as safe as possible, there is no way to guarantee that you will not be exposed to COVID-19 and/or require quarantine. For that reason, we ask you to carefully consider whether you want to work in the studios and/or control room.

Accepting an assignment is entirely voluntary. You may choose not to accept for a variety of reasons including your own health or the health of someone close to you. You are not required to work within the studios and control rooms, and you will not be prohibited from future work for deciding not to.

Everyone should take time to review and become familiar with the information and recommendations that are available from various public health authorities. If you are at an increased risk for severe illness from COVID-19, or you live with or care for someone who is, then we ask that you do not accept an assignment taking you into the studios or control rooms.

As a result of the COVID-19 Pandemic, I pledge to participate in the collective effort of ensuring the safest practical work environment as we begin our return to broadcast work. I will apply recommendations for safe behavior to my daily life and to my actions at work.

I commit to:

- wearing face coverings when in Elon University’s School of Communications.

- physical distancing by limiting my interactions with groups of more than 10 people and maintaining a minimum six-foot separation wherever possible.
- personal hygiene via frequent and thorough hand washing/sanitizing.
- avoiding exposure to infected people.
- removing myself from a job or alerting my faculty/staff adviser if I am experiencing symptoms.
- following any other workplace specific guidelines or rules associated with the safe return to work because of COVID-19.

Name \_\_\_\_\_

Date \_\_\_\_\_

## Appendix F – On-Location Health Questionnaire

Elon affiliated team members must show their Elon University Daily Health Check, but also complete this assessment designed after industry standards. All other guests should complete this assessment.

### Health Questionnaire

The Health Safety Manager should ask each member of the cast and crew the following questions before the start of every shoot. If anyone answers “Yes” to any of the questions or reports a fever, they will not be allowed to stay on set.

What is your temperature? (Must have been taken within the past eight hours)		
Have you had any of these symptoms in the past 24 hours? <ul style="list-style-type: none"> <li>● Fever or chills</li> <li>● Cough</li> <li>● Sore throat</li> <li>● Short of breath or trouble breathing</li> <li>● New body aches or muscle pain</li> <li>● New loss of taste or smell</li> </ul>	Y	N
Have you had any of these symptoms in the past 24 hours not related to allergies? <ul style="list-style-type: none"> <li>● Runny nose</li> <li>● Stuffy nose</li> <li>● Sneezing</li> </ul>		
If you have had runny nose, stuffy nose, sneezing in the past 24 hours, is it getting worse?		
Have you traveled outside the state in the past 14 days?		
Have you been in close contact with someone with a confirmed case or suspected case of COVID-19 in the past 14 days?		
Have you been diagnosed with COVID-19?		



## **Appendix G – Daily Production Safety Report**

The Health Safety Manager at on-location shoots must complete and submit this form every day: <https://forms.gle/kDcjhD8dNf1V2nfJ9>

## Appendix H – General Production Safety Guidelines

*It is recommended by this task force that the Cinema and Television Arts Department develops a committee to further explore general production safety guidelines of on-locations shoots.*

In general, due to the limited size and scope of your productions, you are permitted to film outdoors in North Carolina in public areas, following all Elon production safety guidelines.

You are expected to work safely and use common sense while you shoot. If the situation feels unsafe, it probably is unsafe. **DO NOT TAKE RISKS. DO NOT ACT IN AN UNSAFE FASHION.** Every set **MUST** have a fire extinguisher, first aid kit and addresses/directions to the nearest hospital.

The maximum shooting day for Elon projects is 12 hours. The minimum turnaround time before the next shooting day is 12 hours.

Working safely does not mean you cannot be creative. Creative story solutions can always be found. Please consult with your faculty adviser. The following guidelines should be respected throughout all shoots:

- **NO fire, pyrotechnics or weapons.**
  - Fire, explosives, weapons or simulated weapons of any kind, including guns and knives, are not allowed. This includes toy guns or knives or simulated bomb elements that appear to be real.
- **NO rooftops, balconies, bridges or other high altitudes.**
  - Any scenes taking place on rooftops, balconies, fire escapes or any such elevated property are not allowed.
- **NO actual cigarettes, alcohol or drugs.**
  - Non-harmful prop substances must always be used to stand in. For any depiction of cigarettes, commercial herbal cigarettes must be used and the area must be well ventilated or outside. Depiction of alcohol is allowed using commercial bottles but must use non-alcoholic liquid.
  - No “wrap” beer or other alcoholic beverages to conclude a shoot.
- **No hazardous locations.**
  - No filming at locations that are dangerous, structurally unsound or subject to extreme weather conditions. Some examples include abandoned buildings, warehouses, factories, cliffs, mountains, deserts, train tracks or other similar locations.
- **Shooting in a moving vehicle:** You must follow all traffic laws and operate the vehicle safely (no reckless driving or filming in a way that would lead to reckless driving).
- When filming in a location, always identify exits and do not in any way block those exits with equipment or any other items.

- Do NOT set up or operate equipment on a road or street meant for traffic or moving vehicles.
- **Attire:** Proper clothing is essential for all working crew members. Sneakers or boots are allowed, flip flops or sandals are not. When using lighting, work gloves are required. Rubber-soled shoes are recommended.
- **Ladders:** Ladders cannot exceed 10 feet.
- **Public property:** You must follow all local government rules and regulations regarding filming/recording on public property.
- **Parks:** Please contact park managers before choosing to film/record in a park.
- **Film/Photo releases:** All actors or interview subjects being filmed must sign a film/photo release giving you permission to use their likeness.
- **Working with SAG-AFTRA (union actors):** Ask your actors whether they are union or non-union. If they are union, they must file with SAG. The casting of SAG-AFTRA or EQUITY performers requires you to open an account with SAG-AFTRA and register your project BEFORE your production start date. For more information and to open an account, visit the [SAG AFTRA page](#).
- **Working with child actors:** Child actors require a signed release from the parent or legal guardian. If filming in certain states, the child performer must have a work permit.
- **Nudity, partial nudity, sexually explicit content:** Performers must be made aware of nudity, partial nudity or sexually explicit content before they arrive on set. In advance of the shoot, the performer must sign a photo release and write in a description of the required nudity or sexual content. For example, "I am aware that this role entails a scene where I will remove my shirt."
  - **Non-union requirements:** Non-union actors can sign a photo release and should write in a description of the explicit content.
  - **Union requirements:** SAG-AFTRA requires that nudity is disclosed in the initial casting call for union actors. Union actors must sign the SAG Nudity Rider, which both advises the performer of their rights and represents written consent.
- **Loss or theft:** In case of equipment loss or theft, the incident must be reported immediately to the Elon Gear Room. The incident must also be reported to the local police (a police report must be obtained), and a statement must be written for the department and sent to the faculty of the class.
- Every camera position and every actor position must be studied for potential risks.
- If you transport equipment in cars or trucks, seek advice on how to do it. Overhanging of exterior mounted equipment in or on vehicles is not only risky, it is prohibited.
- Ask for instruction on how to lift and carry heavy equipment.
- Do not use camera and lighting cases in place of ladders.

# Professional Behavior Safety Protocols

## Elon Honor Code

The Elon Honor Code applies to your behavior on set for any production and should be your guide for interacting with cast and crew.

Every member of Elon University has the right to live and learn in an atmosphere of trust and support. Responsibility for maintaining these values in our community rests with each individual member. Values that promote this atmosphere include:

**HONESTY:** Be truthful in your academic work and in your relationships.

**INTEGRITY:** Be trustworthy, fair and ethical.

**RESPONSIBILITY:** Be accountable for your actions and your learning.

**RESPECT:** Be civil. Value the dignity of each person. Honor the physical and intellectual property of others.

In accordance with these values your set should be a professional environment where all cast and crew are treated with dignity and respect.

## Unprofessional On-Set Conduct

Safety is everyone's responsibility on set. In accordance with the Elon Student Handbook, bias-related conduct, discrimination, harassment, sexual harassment, bullying or retaliation are prohibited on set. These behaviors have been highlighted because of their ongoing prevalence in the television and film industry. Your conduct should also adhere to all the rules set forth in the Elon Student Handbook. <http://elon.smartcatalogiq.com/2019-2020/Student-handbook>

Prevent and disrupt inappropriate behavior by educating yourself, intervening, documenting and reporting unsafe behavior. On set, the Health Safety Manager is a resource for information and support.

## Bias-Related Conduct

Conduct directed toward a person or people that is intimidating or hostile in nature based on actual or perceived age, race, color, creed, religion, sex, national or ethnic origin, disability, sexual orientation, gender identity, or veteran's status is prohibited. Bias-related conduct may be in verbal, written, electronic, online, graphic or physical form. The determination as to whether this policy has been violated takes into account the totality of the circumstances. This policy is not intended to undercut the free exchange of ideas, even on sensitive topics, but rather to prohibit personal threats and hostile conduct motivated by bias.

## Discrimination

Conduct that is discriminatory and results in an adverse academic, employment or educational opportunity on the basis of a person's actual or perceived race, color, gender, national or ethnic

origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression is prohibited.

### **Harassment**

Conduct, including verbal, written, visual or physical conduct, that denigrates or shows hostility against an individual/group/entity is prohibited, when such conduct has the purpose or effect of:

- unreasonably interfering with an individual's work or academic performance.
- creating an intimidating, hostile, humiliating or offensive working, living or learning environment.

### **Sexual Harassment**

Sexual harassment is unwelcome. Sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct is prohibited.

### **Bullying**

Any on-going behavior directed at or about a student that is degrading, humiliating, malicious or defamatory is prohibited. Behaviors may occur in person, in print, via electronic means or through social networking (cyberbullying). Examples include, but are not limited to, ongoing pranks or ridicule directed against an individual, graffiti or posting insults against a student in a public setting or on any website.

### **Retaliation**

It is a violation of university policy to retaliate against those involved in a complaint of harassment, discrimination or sexual misconduct. Such conduct is inconsistent with university policy and may also be prohibited by law. Instances of retaliation will be investigated and adjudicated, and sanctioned where appropriate, as outlined in this policy.

"Retaliation" is defined as any adverse action taken against a person for making a complaint of prohibited conduct or for participating or being involved in the investigation of any such allegation. Retaliation is prohibited with or without a Cease Contact Directive. Report alleged acts of retaliation to the Title IX Coordinator, Deputy Title IX Coordinator(s) and/or Campus Safety & Police.

### **Consent**

Actors and interview participants need to give consent to be featured in your project. This consent should be informed, freely given and continuous. A talent/interview agreement should be signed before the film is released. A parent or legal guardian must sign for a child. Do not touch hair, body or clothing of actors or interview participants without their consent.

Before filming on private property obtain consent verbally or in writing from the owner of the property.

## **Intimate Scenes**

Actors must consent before any intimate scene is recorded. Be transparent about all your expectations and have an honest discussion to determine the actor's comfort level and boundaries. They should be given the script in advance so they can make an informed decision. If an intimacy coordinator is appropriate for a scene, one should be provided.

## **Children**

If children are included in your project, the script must be sent to the parent/guardian in advance so that they can make an informed decision about their child's participation. Be transparent about your expectations and have an honest discussion with the child and parent/guardian in advance to determine boundaries. During production, if the child is on set, they should be accompanied by their parent/guardian, who is allowed to be on set at all times their child is involved.

## **Unprofessional Behavior from Non-Elon Cast & Crew**

Everyone on set is expected to behave in a professional and ethical manner, including non-Elon cast and crew. All non-Elon cast and crew need to read, understand and comply with the safety handbook. The producer and director are the authorities on a set, and while an actor may be older or an outside crew member more experienced, they are still held to the same safety expectations. If there is an issue, the director and/or producer must have an honest conversation about problematic behavior. Elon faculty or staff may be contacted for support and guidance. If any member of the cast or crew cannot follow the safety guidelines, they should be asked to leave the production to preserve the safety of others.

## **Reporting and Response Resources**

### **Reporting Incidents of Bias, Discrimination, Harassment, and Hate**

Elon University denounces bias-related conduct as a violation of its Honor Code. Bias-related incidents, including slurs based on racial or ethnic identity, faith tradition, gender expression/identity, sexual orientation, ability and others, create a hostile educational, living and working environment, and such acts are not tolerated in our academic community.

Elon works in many ways to celebrate diversity and build a more inclusive community, but we recognize that incidents of bias and hate will occur to and by our community members. When this happens, we want our students, staff and faculty to fully understand their options for support and redress. <https://www.elon.edu/u/ceie/bias-response/>

### **Reporting Title IX, Sexual Misconduct, and Gender-Based Violence**

Elon University recognizes that people of all genders, sexualities, races and abilities experience interpersonal violence, including gender-based violence. If you have experienced sexual violence, relationship violence or stalking, there are resources available to you, whether it occurred during your time as a student, staff or faculty member or before coming to Elon. To be

directed to a confidential advocate to discuss options for support, please see the link below to schedule a meeting or call our 24/7 Safeline at 336-278-3333.

<https://www.elon.edu/u/ceie/violence-response/>

### **Confidential Options for Reporting (On & Off-Campus)**

Elon University has trained on-campus counselors with whom a student may discuss an alleged violation of this policy without the information being reported to the Title IX Coordinator and who can provide an immediate confidential response in a crisis situation. Those persons designated as confidential resources under Title IX are:

- Safeline, 336-278-3333 (anytime)
- The Coordinator for Violence Response, 336-278-5009
- Counseling Services, R.N. Ellington Center for Health and Wellness, 336-278-7280
- Health Services, R.N. Ellington Center for Health and Wellness, 336-278-7230
- Members of the Truitt Center for Religious and Spiritual Life staff who are ordained and acting in their role as a clergy-counselor within their respective faith tradition.

The following off-campus resources are also available:

- CrossRoads Sexual Assault Response and Resource Center - 336-228-0360 - 1206 Vaughn Road, Burlington, N.C. <http://www.crossroadscares.org/>
- Family Abuse Services - 336-226-5985 - 1950 Martin Street, Burlington, N.C. <http://www.familyabuseservices.org/>
- National Sexual Assault Hotline at 1-800-656-4673

### **Law Enforcement**

Emergency – 9-1-1

Campus Safety and Police – 336-278-5555; Oaks Commons, 416 North Williamson Avenue, Elon, N.C., 27244

Elon Town Police – 336-584-1301; 104 South Williamson Avenue, Elon, N.C., 27244

Burlington Police Department – 336-229-3500; 267 West Front Street, Burlington, N.C., 27215

### **Support**

**The Center for Equity and Inclusive Excellence (CEIE)** serves as an institutional hub for the creation and support of inclusive practice and equity development for all members of the Elon community.

<https://www.elon.edu/u/ceie/>

**The Center for Race, Ethnicity, & Diversity Education** provides support for ALANAM (African-American/Black, Latino/Hispanic, Asian/Pacific Islander, Native American, Alaskan Native and Multiracial) communities and the convener of student diversity education campus-wide.

<https://www.elon.edu/u/crede/>

**Gender & LGBTQIA Center** partners across campus and community to support, advocate, and educate around gender and LGBTQIA identities to create an inclusive campus community of equity, justice, and academic excellence for students, employees and alumni.

<https://www.elon.edu/u/glc/>

## **Safeline**

(24/7 Hotline) – 336-278-3333 - <https://www.elon.edu/u/ceie/violence-response/>

Coordinator for Violence Response – Julia Metz

336-278-5009 or email [jmetz2@elon.edu](mailto:jmetz2@elon.edu) to schedule an appointment

## **Counseling**

Services – 336-278-7280 to schedule an appointment

<https://www.elon.edu/u/health-wellness/counseling-services/>

Counselor on Call (24/7 Hotline) – 336-278-5555 and ask for the counselor on call

CrossRoads Sexual Assault Response and Resource Center (24/7 Hotline) – 336-228-0360

Family Abuse Services (24/7 Hotline) – 336-226-5985

## Sources

- COVID-19 Interim Guidelines for ESPN Remove Events
- Draft ESPN Interim Guidelines for ESPN Campus and Facilities
- [Elon University Ready & Resilient](#)
- G&S North Carolina Office Re-entry Option
- Tupelo COVID Policy and Procedures
- WTVD Protocols as guided by Disney Global Security and Health and implemented across the ABC owned stations and ESPN (from an email exchange with Steve Daniels)
- The Safe Way Forward: A Joint Report of the DGA, SAG-AFTRA, IATSE and Teamsters' committees for the COVID-19 Safety Guidelines [THE SAFE WAY FORWARD](#)
- Industry-Wide Labor-Management Safety Committee Task Force: Proposed Health and Safety Guidelines for Motion Picture, Television, and Streaming Productions During the COVID-19 Pandemic [Industry-Wide Labor- Management Safety Committee Task Force](#)
- Student Safety Rules USC 2008-2009 [SAFETY RULES](#)
- INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE
- GENERAL CODE OF SAFE PRACTICES FOR PRODUCTION [General Code of Safe Practices for Production](#)