

Media Production

If you operate a media production company in New York City, new mandates from New York State require you to do the following at the start of Phase 4:

- **Develop a [Safety Plan](#)** and post it at your work site.
- **Read [New York State \(NYS\) guidelines](#)** and affirm compliance.
- The State requires that you **affirm that you have reviewed and understand the State-issued industry guidelines** and that you will implement them. You can fill out the affirmation form [here](#).

View the [full list of requirements on the State website](#) to make sure you are in compliance, and protect employees and customers by taking the following steps to prevent the spread of COVID-19:

1. Stay Home if Sick

Unless you are leaving for essential medical care ([including testing](#)) or other essential errands, stay home if sick. You can also consider implementing additional actions like the ones below to encourage those who are sick to stay home:

- Post the [Stop the Spread poster](#) in employee areas. Additional languages are available on nyc.gov/health/coronavirus or by calling 311 to order a copy.
- Perform health screening remotely before employees arrive, where possible.
- Maintain a log of every person who may have close or proximate contact with other individuals so that contacts may be identified, traced, and notified in the event an individual is diagnosed with COVID-19.

2. Physical Distancing

Stay at least 6 feet away from other people. You can also consider implementing additional actions like the ones below to keep physical distance:

- Close communal areas/amenities that promote gathering.
- Where possible, perform activities remotely, including scouting, casting, employee meetings and training sessions by phone or online.

- Modify or restrict the number of workstations and seating areas, so that employees, cast, and crew are at least 6 ft. apart in all directions.
- Enact work zones and prevent overlapping of departments in shared space.
- Eliminate open calls and schedule appointments instead.
- Maintain distance during auditions, and have performers wait outside for auditions.
- Have cast arrive on set “camera ready,” to the extent possible.
- Consider limiting minors to two accompanying adults and consider moving them to a secure off-set location, when possible, to limit their exposure.

3. Wear a Face Covering

Protect those around you. You can be contagious without symptoms and spread the disease when you cough, sneeze or talk. A face covering can help reduce the spread of COVID-19. You can also consider implementing additional actions like the ones below to encourage the use of face coverings:

- Place receptacles around sets and studios for disposal of soiled items, including face coverings.
- Add a reminder to bring a face covering to audition, appointment, or crew reminder texts or emails.
- Have extra face coverings at the facility in case people forget theirs or need a new one.

4. Practice Healthy Hand Hygiene

Wash your hands often with soap and water or use hand sanitizer if soap and water are not available; clean frequently touched surfaces regularly; avoid touching your face with unwashed hands; and cover your cough or sneeze with your sleeve, not your hands. You can also consider implementing additional actions like the ones below to help maintain healthy hand hygiene:

- Digitize paper documents where possible.
- Consider providing walkie-talkies, radios, microphones to limit sharing of devices.

The NYC Department of Health and Mental Hygiene (DOHMH) has created plain language Frequently Asked Questions for [each sector re-opening in Phase 4](#), in adherence with the New York State guidance.