COVID Precautions

Video and Photo Shoot Safety Guidelines

Goal - Establish a series of procedures to create the safest possible atmosphere for high priority video and photo shoots that cannot wait until completion of Phase 3 of Governor’s order and/or Washington State University’s determination for all students, faculty, and staff to return to campus.

This document outlines three areas of consideration when determining if a shoot should proceed:
1. Protections for subject(s) and crew
2. Planning for shoot
3. Criteria for an unbiased decision

Protections

In accordance with Centers for Disease Control, the state of Washington and its Department of Labor and Industries, and Washington State Department of Health, the following are a list of precautions that will be taken for subject(s) and crew. Of note, the campus Communications director assumes responsibility for the continuous monitoring of applicable regulations and laws and making needed changes to this document.

Protections for subject(s)

1. A subject or crew member may only be an individual already associated with the WSU Spokane campus—student, faculty or staff.
2. The speaker or subjects’ safety and comfortability will always be the highest priority. Early measures will be taken to brief subject(s) on guidelines outlined in this document and verify their comfort in participating.
   a. There is no pressure or penalty for subjects unable to be physically present due to quarantine, high-risk/vulnerable populations, or isolation needs (e.g., child care concerns), or any other personal needs/concerns.
3. Subject(s) and crew will perform an attestation, daily, for the 14 days leading up to the shoot.
   a. Sick subject(s) and crew are required to stay home and remain isolated.
   b. As of July 29, 2020, a conduit for student attestation is still forthcoming.
4. If a subject or crew member becomes sick during the shoot, they will be sent home or isolated. Affected areas will be cordoned off and deep cleaned and sanitized in accordance with Environmental Health & Safety Distancing and Disinfection Plan
5. Crew will be asked to wear a mask at all times. Masks will be provided for those who cannot supply their own. Crew will be kept to the minimum number of people necessary to handle the shoot.

6. A minimum of 10-12 ft of space will be maintained between subject(s) and crew. Subjects will be asked to bring a personal mirror or equivalent to allow them to do any touch ups that would ordinarily be handled by the crew.

7. Shoots that include subject(s) will occur only on the WSU Spokane campus, preferably outdoors. B-roll that does not include subject(s) may only be shot within Spokane County.
   a. If a shoot must occur indoors, applicable consultations will be made, including with Facilities specific to increasing outside air flow.

8. In cases of video, a boom mic will be used to discourage contact between participants and crew. The boom mic will be wiped down with disinfectant between uses, interviews, and after being touched by crew.

9. Hand sanitizer will be supplied and used intermittently throughout the shoot.

10. Handwashing is encouraged before, during and after shoot, with crew washing their hands for at least 20 seconds with soap and warm water. Hand sanitizer can be used when water and soap are inaccessible.

11. A ‘cleaning station’ with sanitizing solution, paper towels, hand sanitizer, gloves and masks will be made available.

12. Seating will be provided and, along with all other high-touch equipment, be cleaned before and after shoots.

13. Signs will be posted reaffirming prevention strategies.
   a. Wash hands frequently.
   b. Maintain physical distance: stay 6 feet apart at all times.
   c. Know the signs and symptoms of COVID-19 and what to do if symptomatic

14. Signs will be used to indicate when an area is clean or needs sanitizing.

Protocols for Crew

1. There is no pressure or penalty for employees unable to be physically present due to quarantine, high-risk/vulnerable populations, or isolation needs (e.g., child care concerns), or any other personal needs/concerns.

2. Crew required to complete WSU online COVID training, which affords for all applicable local and state regulations and requirements.

3. Subject(s) and crew will perform an attestation, daily, for the 14 days leading up to the shoot.
   a. Sick subject(s) and crew are required to stay home and remain isolated.
   b. As of July 29, 2020, a conduit for student attestation is still forthcoming.
4. If a subject or crew member becomes sick during the shoot, they will be sent home or isolated. Affected areas will be cordoned off and deep cleaned and sanitized in accordance with Environmental Health & Safety Distancing and Disinfection Plan.

5. Subject(s) required to wear a mask when not actively filming or speaking. Masks will be provided for those who cannot supply their own.

6. Subject(s) will be asked to bring their own water.

7. Handwashing is encouraged before, during and after shoot, with crew washing their hands for at least 20 seconds with soap and warm water. Hand sanitizer can be used when water and soap are inaccessible.

8. Normal shoot length will be shortened to only those shots deemed a necessity.

Planning for Shoot

Only those shoots deemed necessary by the applicable director(s) of Communications will be considered to move forth to planning stage. An individual plan for each shoot must then be submitted in advance to directors/applicable leadership that accounts for:

- Timeline
- Confirmed list of participants
- Social distancing
- Sanitization
- COVID training for subject(s) and crew
- Notification to leadership, facilities, security, etc.
- Attestations
Criteria for Decisions

In addition to submission of individual plans, respective leadership will use the following criteria to determine which shoots are approved to proceed with:

- Has the health and safety of all participants been accounted for?
- Is the shoot required as part of accreditation or other mandate?
- Can the shoot reasonably wait until Spokane County is in phase 4 of the governor’s order?
- Is the topic only timely or relevant for a limited amount of time?
- Is the subject matter expert only available for a limited window of time?
- Is there a previously established precedent that these activities are performed as part of our celebration of students?
- Does the shoot have long-term impact for our campus?
- Are photo or video the only means by which we currently have to communicate with audience(s)?
- Will we lose money if we do not proceed with shoot?
- Is there a financial return on investment of time and effort?