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**SVG<sup>®</sup> COVID-19**

**SPORTS PRODUCTION**

**OPERATIONS GUIDE**

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# INTRODUCTION

Welcome to the SVG COVID-19 Sports Production Operations Guide. In early April, SVG held a series of meetings with industry leaders to discuss the return of sports production during the coronavirus pandemic. This guide is a result of those conversations. It is designed to provide guidance for those who may have questions about how to approach some of the challenges that our industry is facing, given the requirements for safety protocols, social distancing, and more. Please note that this guide is simply a starting point for your own organization's internal discussions, as we are well aware that the wide range of sport productions cannot be served by one document. In addition, please stay tuned for additional sections to be added in the coming weeks.

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# **PART 1: PERSONNEL MANAGEMENT**

*This section offers recommendations on minimizing staff, working in small groups, managing runners, and more.*

## **1.1 What is the first step to be taken with respect to staff planning for a production?**

The goal is to minimize the number of people who need to be onsite.

- Contact the league/team/federation/organizer to discover any limits to the number of personnel allowed onsite. This also applies to off-venue studio locations, etc.
- Evaluate the size of the production (cameras, replay, support personnel).
- Evaluate whether it is possible for people to work on the show from remote locations.
- Keep in mind that there may also be additional people onsite to ensure that safety protocols are practiced. The added headcount will impact the size of the production team.
- Develop a plan in case key personnel get ill. That can range from having out-of-town personnel staged at a local hotel to having a list of available local professionals who can step in if needed. Another option is to know which production personnel onsite can take on different job duties in the event of an emergency.

## **1.2 Can you explain the concept of having a production team work within a bubble or a working group?**

In the past, working groups were often created to make transport easier, create a sense of unity, and make it easier for people to collaborate on a task. But, during the coronavirus pandemic, small groups working inside a “bubble” help confine any outbreak to as few people as possible.

- Each bubble is assigned its own dedicated work areas, rest areas, catering areas, toilets, transportation, and more.
- If a crew member falls ill or exhibits symptoms, small groups make it much easier for medical personnel to trace contacts, test individuals involved, and contain the outbreak and thus potentially save not only the production but also lives.

## **1.3 How many people should be in a bubble?**

Simply put, as few as possible. There are key considerations: overall size of crew and compound, number of trucks and production areas, ability to accommodate support facilities for multiple bubbles, size of the venue, broadcast center, studio, etc.

The number of people in the bubble depends on the mathematical equation of square feet of production space divided by 6 sq. ft. per staffer (according to CDC social-distancing regulations).

## **1.4 Should the bubbles be defined by grouping people working in the same confined space or by job duty?**

The bubble should be defined by where they are working, NOT by job duty. For example, if the A1 and A2 are in different trucks, they are in different bubbles even though both are working audio.

It is also recommended that, if possible, crew members handling a similar function — such as replay or graphics — have some geographical diversity within the compound (or, better yet, via remote access), which limits the risk of an outbreak's taking down an entire department.

There will also be broader limitations on movement. For example, some may be limited to the venue/field of play, others to the compound, others to the studio.

### **1.5 How can you tell if someone is in a bubble?**

It is important that it is easy to determine what a person's bubble visually and from a distance so that extra social distancing can be maintained for people in different bubbles. Recommendations include:

- Color-coded wristbands as well as color-coded credentials, both of which must be worn at all times. The wristband must also be worn outside the compound in social situations, meetings at hotels, etc.
- Different-colored shirts/jackets/hats/vests. Though more expensive, this makes it much easier for someone to easily be identified.

### **1.6 How can you tell what areas of the compound and venue are considered one bubble vs. another?**

Each bubble's facilities (work area, catering, toilets, break room) must be easily identified by color coding and signage.

Other recommendations include:

- Colored banners and flags
- Zones marked on the ground with chalk, paint, etc.

### **1.7 Can a person in one bubble talk face-to-face with a person in another bubble?**

The first option should be via intercom, radio, phone, text, and email. It is recommended that social distancing be 6 ft. and facial masks be worn. Staffers working within the same group are advised to stick to CDC guidelines of 6 ft. minimum distance. And, again, facial masks must be worn at all times.

### **1.8 Can a person in one bubble enter the physical workspace of another bubble?**

No.

### **1.9 How can people in different bubbles communicate in the event of a work emergency?**

In the case of an emergency, consult the onsite production manager for best steps and procedures.

### **1.10 Does each bubble need a separate place for eating meals, separate toilets, and separate wash areas?**

Yes. Catering areas can be shared, but mealtimes should be staggered.

### **1.11 Does the bubble need to extend outside the compound and venue? For example, can bubbles come together at the hotel or share transportation to and from the venue?**

It is important that the bubble mentality follow crew members wherever they

go. It is also recommended that, when off premises, crew members maintain quarantine guidelines and avoid public spaces, bars, restaurants, and other public places.

**1.12 Do you recommend hiring personnel to do nothing but monitor compliance with guidelines and rules? Is one person enough, or are more needed? And is that number based on size of compound or number of people?**

Yes, it is recommended that additional staff be hired not only to monitor behavior but also to be an ultimate authority with respect to discipline and conflict resolution. These people should be free of other duties (such as engineering or production responsibilities) because the position is important and requires full-time availability and focus.

**1.13 Should a nurse or doctor be in the compound along with a quarantine area in the case of emergency?**

Many broadcasters will provide additional medical personnel given the severity of the current crisis. If that is not possible, the venue's medical staff is an option. But contact the venue personnel to ensure that the production team will be able to access in-venue medical facilities, because there may be strict limitations on movement.

**1.14 What happens if someone gets sick? Do they immediately leave, or are they quarantined? What about others exposed to that person?**

Broadcasters, production teams, leagues, and venues are developing their own comprehensive guidelines for what to do if someone falls ill. Many rules will follow CDC guidelines, but others will be a variation.

## **MANAGING RUNNERS**

**1.15 Runners are an important part of a production, and their role is often to be able to go anywhere and do anything. How will their duties change given social-distancing guidelines?**

Runners will be more important than ever, and the way they work will change drastically. Recommendations include:

- Have runners dedicated to each bubble
- Give them more-specific job duties so that their movement is more restricted. For example, a runner who goes to local stores and shops should not enter the compound.
- Consider a higher level of PPE for those who may leave the compound or have more interaction and exposure to the outside world.

## **HOLDING CAMERA/PRODUCTION MEETINGS**

**1.16 Can in-person production meetings be held?**

It is recommended that all production meetings be held via comms.

## **WEATHER DELAYS**

**1.17 What is the protocol for protecting staff during a weather delay?**

Each production will have a different set of rules pertaining to weather delays.

If space is an issue, one recommendation is to ask production personnel to wait out the weather delay in their respective cars.

## **PART 2: COMPOUND DESIGN**

*This section is an overview of compound design and covers such topics as spacing between facilities and how a compound needs to be designed differently during the current coronavirus crisis.*

### **2.1 What is the minimum distance between production-truck units, production trailers, and other facilities?**

If a compound is located outdoors in a parking lot, it is recommended that trucks be as far apart as functionally possible. Ideally, each truck or production trailer would have at least 8-10 ft. of dedicated space in front of the entrance (outside of the stairs).

Compounds located inside a venue or in a tight on-the-street location may have to be more tightly configured but, if possible, have a minimum 8-10 feet between trailers so that people can move.

### **2.2 Should every corridor between vehicles be one way, or, if corridors are large enough, can two-way travel be accepted?**

Ideally, there would be two lanes within each corridor separating trucks — one for each direction. However, if space is limited, this can be adjusted to reroute people through single-lane corridors in the compound.

Clearly, in a large number of situations, that is simply not possible. In those instances, everyone just needs to be aware of social-distancing guidelines and PPE so that others entering or exiting the unit can do so easily. Everyone also needs to be aware of the belly-bay area and ensure that those who work there are able to work and maintain social distancing.

### **2.3 If creating a negative pressure inside a production vehicle (exhausting air), where is the safest place to exhaust? Should you create an area cordoned off or blow it under the truck in the wheel-well area?**

With the additional air exhaust in hot and humid conditions, the AC units will struggle to keep up with the cooling needs. In the past, the air has been pre-cooled from the outside with external AC units blowing cool air into the mobile unit's intakes.

### **2.4 Because washing hands is the number-one way to help prevent infection, where should communal hand-washing stations be located in the compound?**

Keeping handwashing stations about 10 ft. from the end of stairs is probably the best scenario. In the initial rollout, 6-ft.-distance markings on the ground would be helpful. Crew members must be aware of social distancing and not congregate at hand-wash stations. These stations will be in addition to individual sanitization stations in each room of the truck, enabling crew members to sanitize their individual workstations.

## **2.5 What are the best procedures for placement of port-o-Johns and restrooms?**

Individual working groups should be assigned a dedicated restroom with adequate space for queuing. It also may be worth contacting the venue to see if any restrooms in the venue can be dedicated for use by the TV-production crew that will work inside the venue.

## **2.6 Does there need to be an area created for storage of luggage/personal items to limit the personal effects stored within the production areas?**

Current guidelines for many productions require people to take their own transportation (rental car, personal car) to the venue. It is recommended that they store as many personal effects as possible (luggage, additional backpacks and cases, additional jackets) in the car to limit crowded storage in the compound/truck.

Individuals who do not have their own vehicle onsite should build additional travel time into their schedule to return to their hotel to pick up their luggage after the show.

## **2.7 Is more time needed for setup and strike of the compound?**

The short answer is, yes, more time needs to be set aside for setup and rigging. Consider adding several additional hours for park/power-up of the compound, checking gear, and sanitization.

Also account for more time during strike to allow all equipment and cables to be re-sanitized. This will make it much easier for the next production team to get to work without having to worry about first cleaning the cables.

Be sure to read the instructions for the cleaning solution, because some of it must be sprayed and then allowed to dry prior to wiping.

In general, working with masks and, potentially, gloves will likely slow down the work process. Social distancing will mean that many more functions need to be performed by just one person.

## **2.8 What about foul weather or severe weather? Do tents need to be provided to keep crew members at a good distance from each other? If so, should the tents be located in the compound?**

No central emergency shelter area is factored into the compound design. All personnel are encouraged to return to their personal vehicles. If they do not have personal vehicles, they should evacuate to the venue's safe-shelter area or return to their hotel.

## **2.9 For productions deploying both an A unit and a B unit, could there be an overlap of personnel working in both?**

If the A and B units are in the same bubble, selected personnel (such as engineering staff who need to support equipment in both) can work in both units. But operators should need to access only the area where they work, relying on intercoms, radios, text, etc., for communicating with staffers in other units. If the units are in separate bubbles, personnel cannot work in both because it will risk exposing more crew members to virus in the event of an

issue. This may require additional engineering staffing, so plans should ensure that bubbles have dedicated engineers available to solve issues, problems, and repairs.

If additional engineering personnel (for example, a separate EIC overseeing each unit) are not available to service multiple bubbles, it is recommended that those crew members be given additional “bubble credentials” so that they can handle emergency repair and technical support.

Another alternative is to create a separate area where the EIC can remotely access and oversee equipment within various mobile units without having to be physically inside the unit.

**2.10 If equipment breaks in the stadium and needs to be replaced, is there a DMZ so that the tech inside can enter the compound?**

No. Crew members should be isolated in their own areas/bubbles. Individuals from the “outside bubble” can enter the compound, but they cannot enter any trucks or trailers.

**2.11 Does a general DMZ space need to be created so that personnel from different groups can meet? How big should it be?**

No dedicated space should be created for meetings inside the compound. Large meetings should be held virtually via intercoms/radios/text/phone. If in-person meetings must be held, they can be held in open-air areas within the compound and must respect social distancing and PPE.

**2.12 Can any crew positions be located outside of the truck, or do they all need to be in a dedicated space inside a trailer?**

The more crew positions located outside the main production trailers — or even out of the compound — the better; the goal is to keep the crew as small as possible. If additional space/trucks cannot be secured onsite and outside workstations/flypacks are absolutely required, they must be set up at socially distanced locations.

**2.13 Does there need to be a dedicated medical-testing area in the compound?**

If possible and space permits, a dedicated medical-testing area should be located at the compound. The final decision sits with the league/broadcaster/venue.

**2.14 What to do with smokers? Should there be a separate smoking area for each working group/bubble?**

No smoking area will be provided in the compound. Smokers must plan accordingly.

**2.15 Is there a staging area for crews about to start their shift?**

No. Everyone stays in their car until they enter the compound. If entry to the compound is staggered, it is recommended that personnel remain in their car until their entry time, to prevent gatherings near the compound entrance.

## **PART 3: COMPOUND ENTRY**

*This section lays out recommendations concerning compound entry. Please note that every production will be different and that these recommendations are simply a starting point for developing a more comprehensive plan.*

### **3.1 Should there be a single point of entry to the production compound, or are multiple points of entry preferred?**

It is advised that there be a single point of entry to the entire production compound for all purposes.

If crew size warrants, a staggered arrival schedule is recommended to prevent bottlenecks at entry.

### **3.2 How should social distancing be set up at crew call/compound entry?**

Staggered arrival times will help prevent crowding at the entrance. If crew members arrive and there appears to be a crowd or line at the compound entrance, they should exercise enhanced social distancing (more than 6 ft. is ideal), wear a mask, and wait for those ahead to enter the compound.

If possible, identifiers on the ground (tape/chalk/paint markings) make it easy to maintain social distancing. Staggered start times also help ease congestion, and common sense should apply. Simply put, if crew members arrive and there is a crowd or line, they should maintain their distance, be patient, and approach when congestion has eased.

### **3.3 Should COVID-19 testing be conducted onsite at the entrance to the compound?**

No. At this time, COVID-19 testing is not fast enough, practical to implement, or accurate enough to make it part of the compound-entrance protocol.

Instead, it is recommended that every single person who enters the TV compound (from crew members to third-party support) be required to have their temperature taken every time they enter the compound.

The industry-accepted temperature of a person entering the production compound should not exceed 100.4 degrees Fahrenheit. That temperature-check result supersedes all proof of negative testing.

### **3.4 What is the protocol if a person entering the compound registers a higher temperature?**

A crew member who exceeds a temperature of 100.4 degrees Fahrenheit must be removed from the show.

A third-party support person who registers a temperature in excess of that number will not be granted access to the compound.

### **3.5 Should initial entry into the compound be coordinated with the league/venue's overall entry protocols for entering venue grounds?**

Yes, whenever possible. The compound entry process should be coordinated with overall entry to the facility (through the league and/or host). At entry, crew members should be given an identifier (colored wristband, colored credential,

etc.) for a specific “bubble/work location” in which league/venue staff with that ID color will have free rein to roam.

### **3.6 Should entry/exit of compound be limited in any way?**

Yes, movement in and out of the compound should be limited. That movement may be directed by the working group, or access may be granted via crew credential.

Crew members will be required to have their temperature checked every time they enter the production compound.

For more on this question, see the Personnel Management section of this document.

### **3.7 How should credentialing be handled? Should credentials be delivered in the mail prior to the event (when possible)? Will there still be a designated place to obtain a credential onsite? Should credentialing be digitized (for example, credentials handled through an app and entry granted as with a mobile boarding pass)?**

If physical credentials need to be handed out, a designated location should be established either just outside or just inside the compound entrance.

The credential staff area should feature plenty of space for credentialing personnel to do their jobs without violating social-distancing guidelines, feature personnel wearing masks, and provide a plexiglass barrier to protect the staff distributing credentials. It is recommended that the plexiglass barrier be 6 ft. tall, be as wide as the table, and have a cutout through which credentials can be safely passed.

At this location, it is also recommended that crew members receive colored wristbands identifying their working group and a map showing the locations of key spots in the compound and where in the venue they have access.

NOTE: Some organizations are beginning to use smartphone apps for credentialing. Although this is a heavy lift that may take some time to implement, it is encouraged that staff be credentialed this way if it is possible on the particular production.

### **3.8 What is the protocol for sanitizing articles of clothing, including shoes/backpacks, upon entry into the compound? Is there a limit to the size of the backpack?**

It is recommended that crew members entering the compound limit what they bring in to a normal-size backpack to minimize their physical presence within the compound. Larger duffel bags, suitcases, backpacks, etc. need to be stored in their owner’s car or back at the hotel.

Cleaning of incoming backpacks, jackets, etc., is not required. If desired, it is recommended that UV wands be provided.

### **3.9 Are crew members required to sanitize hands immediately on entry to the compound at a designated station?**

Yes. Hand-cleaning stations should be used by all incoming personnel.

### **3.10 Is it possible to conduct metal-detector tests while maintaining all safety measures?**

Yes, but additional detectors may need to be installed to prevent people from having to congregate.

### **3.11 Is PPE gear distributed immediately upon entry? If so, how? Is it done prior (via mail/at hotel) to arrival at the compound?**

Ideally, PPE is distributed to crew members in “go bags” mailed to them at home and including all the PPE required. If that is not possible, PPE bags should be available onsite and at lodging locations.

### **3.12 Do third-party entities (catering, fuel, power personnel) come in through the primary entrance?**

Yes. They must have their temperature taken and be required to wear a mask.

## **PART 4: ENTERING & EXITING THE TRUCK**

*This section deals with protocols for entering and exiting a truck, sanitization recommendations, signage, cleaning workstations, and more.*

### **4.1 What are some general guidelines for how to enter a production truck safely in the age of COVID-19?**

The most important thing is to make sure you are allowed to enter the production truck/production trailer. Many productions are creating “bubbles” that are comprised of working groups with their own dedicated facilities. If you are not sure you can enter, please assume you cannot and contact production management to find out if you can enter.

If you are allowed to enter the unit, you are required to:

- Make sure that your mask is on.
- Clean your hands prior to touching railings or door handles (if possible, avoid touching them). If everyone follows these steps, the risk of the handles and railings being contaminated falls greatly.
- Please note that if you are wearing gloves, those need to be cleaned as well, as an unclean glove can carry the virus.

Once inside the truck, please wash/disinfect your hands again.

### **4.2 How is signage handled at the entrance of the truck? How can signage be as specific as possible?**

Signage should be placed at both the bottom of the stairs and also the door into the mobile unit. Signage should include reminders on safety policies, working groups that are allowed in that area, reminders about face covering and hand sanitizing, etc.

### **4.3 Are there antimicrobial substances that can be used on handles?**

The EPA has a list of recommended cleaning substances. To see the approved list, please [CLICK HERE](#). One note: in general, spraying and quickly wiping does not kill the germs and virus but simply moves them from one point to another. Proper spray cleaning involves spraying, letting it sit for a number of minutes, and then wiping.

#### **4.4 If a production unit only has one door, what is the recommendation for entering and exiting?**

If the trailer or unit only has one door, it is recommended that:

- Those who are outside of the unit remain respectful in terms of distance from the stairwell so that those inside can easily exit.
- Those who are inside of the unit, if possible, should be more than six feet away from the door so that someone entering the truck can enter without breaking social distancing rules (depending on the floorplan).
- When entering or exiting the unit, please sanitize hands prior to touching handles or bars. Ideally, avoid touching handles or bars (use shoulder, elbow, etc.).

#### **4.5 Should you only have one door for entry and another door for exit so people don't need to pass on stairs? Or should specific groups enter/exit out of a specific door?**

The group determined that it was more beneficial to segregate the truck by function group/work areas (i.e. "control room") and have groups use a designated set of stairs rather than need to sidle by others to get to an exit staircase. Also, stair placement can be impacted by compound layout, so it's not always feasible to have two sets of stairs properly located for egress and entrance.

#### **4.6 Do crew members need to clean their shoes prior to entering the truck?**

The recommendation of the group is no, that would be minimally effective. But if there are shoe cleaning pads/materials provided, they are there for a reason and it is recommended that — out of respect — cleaning should take place.

#### **4.7 If shared headsets have a UVC clean box or electrostatic hand sanitizer (Zogics), should it be located inside of the truck, near the entrance?**

Given that there will be fewer people in the truck, it is recommended that an area close to the entry to the truck or tent be set aside for a UVC clean box as well as other cleaning supplies. Small UVC cabinets take only a couple of minutes to sanitize a headset, radio, or other unit, so please simply follow the instructions of the UVC unit.

#### **4.8 Is there a need for someone to be stationed near the entrance to make sure no one goes in who should not (and also make sure each person has a mask, gloves, etc.)? Who provides this person, and is this person a professional or PA?**

While it is not recommended that someone is dedicated to each unit/trailer, there should be someone within viewing distance of the unit to monitor traffic and also deal with any issues. It is recommended that this person be a management representative (i.e. production or technical manager, when possible). It is up to each individual crew member to be vigilant and respectful of where they should and should not go.

#### **4.9 Do there need to be different rules for office trailers vs. production trucks?**

The same entry/exit rules should apply to all facilities, if possible (i.e. some smaller production units may only have one door). Each facility has its own unique dynamics, but basic principles must apply across all trailers.

#### **4.10 What are considered necessary work materials that are allowed to be brought inside the truck and can fit within your own personal workstation area?**

It is recommended that individuals be allowed to bring in their own personal briefcase or small backpack with their work tools enclosed (i.e. computer, timer, etc.). All personal cases must fit comfortably under the individual workstation.

#### **4.11 What are best practices for exiting the truck after the workday and/or during strike?**

Upon strike, all crew are responsible for wiping down/disinfecting their own workstation, removing all external materials from their area, and returning equipment upon exiting the truck for the night. If there is a personal item you would like to leave in the truck overnight, you must clear it with the EIC/truck manager first

## **PART 5: THIRD-PARTY PROVIDERS**

*This section is designed to provide general guidance to third-party production entities that may arrive onsite and need additional guidance for fitting into the overall safety plan, steps they need to take to ensure they are able to operate at full capacity, and more.*

#### **5.1 What type of companies involved in a sports production are considered a third-party?**

More than ever, all third-party providers should consider themselves part of the core team. This means a number of things:

- Adhering to the safety protocols laid out for the production
- Understanding compound entry/exit guidelines
- Understanding that testing of a variety of types will be done
- Possibly signing various waivers with respect to self-monitoring, pre-event activities, and more. They may be required not only by the production but also by the venue, league, team, and more.

#### **5.2 In addition, subcontractors, if there are any, will also be expected to adhere to the same policies and guidelines.**

What steps should a third-party take prior to an event to ensure that they adhere to any travel and/or transport guidelines?

The previous ways of traveling prior to an event are no longer the status quo. Providers contracted for a job should ensure that the client shares all of the relevant quarantine requirements, testing requirements, and screening requirements.

The client will most likely be able to share comprehensive guidelines so that the third-party team can be fully prepared to work on the production and be an important part of the show. But it is critical that this information be provided as soon as possible, because the protocols sometimes need to begin days before the actual event.

Also, comprehensive details on travel from home to the event should be provided.

### **5.3 What should a third-party vendor expect in the way of testing and/or changes to pre-COVID-19 protocols, such as entering and exiting the compound and venue?**

Because each client will have different protocols and methods, third-party vendors should have a clear understanding of how the operations will take place and, at the least, should be prepared to undergo a temperature check and possibly an antibody test. In certain situations, third-party teams may need to be not only tested but also quarantined while awaiting test results and should expect to sign a release for sharing test results with management onsite.

In general:

- Ensure that travel arrangements allow for testing and waiting for results. Contact the client and make sure timing requirements are understood.
- Subcontractor need to be made aware of timing and testing requirements.

### **5.4 By the time a third-party company arrives onsite, its personnel, facilities, and equipment often have been in transit. What kind of travel details should a third-party company provide so that the client has an understanding of possible exposure and risks?**

As many details as possible should be provided to the client, and travel events that could lead to accidental exposure should be tracked. Tandem drivers should keep track of things like rest stops, meals, etc. If team members have taken a commercial flight, the client might require additional days of quarantine, and, if it does, travel plans should be adjusted accordingly.

Also, extra buffer days should be planned in case of delays due to travel, testing, etc.

Third-party vendors may be given a staggered arrival time to maximize safety and ensure that arriving entities can be handled properly.

If equipment is shipped with safety seals, it must arrive with the seals intact. If they aren't, the equipment should be properly cleaned and sanitized.

### **5.5 Does a third-party provider need to provide extra crew/staff onsite in case someone falls ill?**

Every entity involved with the production is providing additional staff and crew in the event of crew-member illness. Third-party vendors should contact the client to see what requirements are with respect to backup crew and personnel. Those individuals are likely to be quarantined in a hotel in the event they are required.

### **5.6 If the third-party provider's guidelines don't match those of the client or the compound-management team has a third guideline, which must be followed?**

To ensure that everyone is operating under the same guidelines, the client's protocols and best practices supersede all other guidelines. Third-party guidelines that exceed the client's (are more conservative, require greater distancing or more cleaning) should be adhered to, but client guidelines should be considered the minimum acceptable practices. Again, those protocols should be understood as early as possible so that third-party employees are not denied entry and/or are required to leave.

### **5.7 How can a third-party bring in a repair technician or have refueling take place if guidelines may, at first glance, prevent someone from entering the compound without comprehensive screening and testing?**

In an emergency situation, steps can be taken to allow support personnel to come in without being a risk to the production. First, they should expect to be subject to all testing and PPE protocols and should expect to be delayed in entering compound. Alert the production-management team to the possibility of new personnel's entering the compound or venue and find out the steps to take for them to be in compliance.

### **5.8 If a third-party has multiple staffers, do they need to arrive in separate vehicles, or can they travel together?**

It is recommended that staffers arrive in their own rental vehicle or car, but production management can provide accepted transportation options.

When a third-party delivers equipment to a compound, what steps should be taken to ensure that the equipment is clean?

All equipment is required to have an inspection sticker indicating the date it was cleaned by the supplier. If possible, suppliers should provide extra cleaning kits with each shipment specific to the equipment type.

## **PART 6: CATERING**

*This section is focused on catering. We respect that catering is a customized offering highly dependent on the budget of the show and the size of the crew and is also largely determined by union guidelines that might be specific to the production or geographic region. The guidelines outlined in this document are simply suggestions that have proved successful in some of the first productions executed since the COVID-19 outbreak.*

### **6.1 Should catering be offered?**

Yes. It is recommended that catering still be offered on all productions. The goal of this section is to offer general guidelines for delivering that catering in a safe and clean manner.

### **6.2 Does the length of the production day impact whether meals should or should not be served? If so, what's the cutoff mark?**

It is recommended that the length of the production should not matter. The same offerings as those prior to COVID-19 should be provided on productions. Also, all union rules should be referenced and abided by.

### **6.3 Can a buffet still be used?**

It is advised that all buffet-style service should be abolished.

### **6.4 How should meals be distributed?**

The industry is recommending that a location in the compound should be designated to enable crew members to eat in a safe and socially distant manner. High levels of traffic to this area should be reduced by specifying meal shifts for crew members.

A food-serving professional should serve meals in a box placed at an assigned seat. Crew members are requested to keep their masks on until sitting at the

seat. At that point, the mask can be pulled down or removed for eating.

Crew members should be required to sanitize their hands prior to entering the designated eating area. It is recommended that a hand-sanitizing station be placed at the entrance to the area.

And it is recommended that the designated eating area be cleaned following each eating shift.

### **6.5 Where should meals be ordered from?**

Where food is ordered from is truly a case-by-case circumstance. The production may choose to order from a local restaurant or catering service or, if the venue allows for it, use the food-service options within the venue.

What should be universal is that any food-service professionals and food-delivery arrival should clear through guidelines outlined in the Compound Entry section of this document.

### **6.6 What are the requirements of the catering company?**

It is recommended that any catering option have food-service certification. Any food-service professionals entering the compound to handle and deliver food should wear masks at all times.

### **6.7 How are meal choices determined?**

This is determined on a case-by-case basis and depends on the size of the crew and the budget for the show.

If possible, crew members may be offered a menu to choose from prior to arriving onsite or on the morning of each production day. Otherwise, a basic rotation of meal options will suffice. (Note: the needs of vegetarians, vegans, and those with specific food allergies should be respected.)

### **6.8 How should water be distributed? Will other drinks be offered?**

It is encouraged that sufficient hydration be provided for all crew members.

Water should be distributed in single-serving options. The best option is single-use bottles spaced out on a table. A single cooler where crew members help themselves to drinks is discouraged.

When appropriate, crew members may be encouraged to bring their own reusable water bottles. If they are asked to do so, a communal refrigerator and/or cooler is not recommended.

It is acceptable to allow crew members to bring their own drinks (sports drinks, soda, etc.) with them.

### **6.9 Should coffee be offered?**

It is not currently recommended that coffee be provided.

However, if your production chooses to offer coffee, it should be distributed in single-serving cups filled by a single professional dedicated to pouring the drinks. A communal coffee machine, pot, or carafe where crew members help themselves is highly discouraged.

### **6.10 How will craft services occur?**

It is advised that the craft-services table be abolished.

If a craft-services table is necessary, every item offered should be in a single-serving package set out on the table. Items should not be placed in a bowl for crew members to dig through.

In lieu of the craft-services table, many broadcasters are choosing to give each crew member a curated snack box prior to the start of the production. Crew members are discouraged from sharing or trading the items in it.

### **6.11 Are crew members allowed to bring their own food and drink to the site?**

Yes. However, it is discouraged that communal coolers and/or refrigerators be used in the compound. Crew members may be allowed to bring a small cooler to keep with them at their workstation.

### **6.12 Addendum for reference (located at end of document)**

Fox Sports Operations Guidelines Checklist - Food Service / Outside Orders

## **PART 7: VESTS/ACCESS WEAR**

*This section is focused on items required to be worn on a crew member's person to gain access or authenticate their presence in restricted areas of the live venue. This is not to be confused with swag.*

### **7.1 How should vests/access wear be distributed? Where should crew member pick them up?**

If possible and practical, vests/access wear required to be worn should be mailed to staffers' homes prior to the event.

If that is not possible or practical, it is recommended that a station be set up to distribute these items just inside the entrance to the TV compound. It is recommended that this station be as visible and obvious as possible to obviate crew members' looking through multiple trailers to find it.

All vests/access wear should be distributed by someone wearing a facial mask. If they need to be handled and broken down by size, a face mask should be worn. Hands should be washed prior to distribution of each item.

### **7.2 Do crew members keep the vest/access wear for the entirety of the production (especially in multi-day events)? Or do they need to return the items prior to leaving the compound at the end of every day?**

It is recommended that crew members retain their vest/access wear for the entirety of the production. For a multi-day production, it is not recommended that crew members turn these items in at day's end unless there is genuine concern that the items may have been contaminated or come into contact with someone ill during the day. Crew members are encouraged to hold onto these items for the duration of the event.

If it is deemed necessary to wash the vest/access wear each night, it is recommended that the production provide the crew member with multiple vests at check-in. In these circumstances, washing the vest/access wear would be the

responsibility of the crew member.

When vests/access wear are returned to the operations team at the conclusion of the event, collection should be done by an individual wearing PPE, and the items should be sent off for full cleaning/sanitization prior to their use on a future production.

**7.3 When applicable, should crew members receive a vest/access wear to keep for a whole season? If so, should a crew member receive two (or more) items to ensure that they can wash their vest/hat each night?**

Yes, on both accounts.

The ultimate goal is to have as few hands as possible on a vest/access wear. A crew member working on a multiple-week season should be responsible for the items, cleaning and keeping them in good condition.

In these instances, multiple vests/access wear should be delivered or distributed to the crew member to allow the items to be rotated and kept clean.

**7.4 Are the vests/access wear sanitized each night? Does the crew head ensure that the items are picked up by a local laundromat and returned the next morning? If so, who is responsible for coordinating this?**

It is not recommended that these items be collected every day and sent out for cleaning. Again, the goal is to ensure that chain-of-custody is as limited as possible. With only the crew member handling the vest/access wear, there is no need for nightly sanitization.

**7.5 What should crew members do if they think their vest/access wear has been compromised?**

A crew member concerned that an item of clothing has been contaminated (for example, accidentally touched by someone else) should contact the production-management team for possible replacement and/or cleaning instructions.

**7.6 Can a UV cleaner box clean the vests onsite?**

If it is necessary to sanitize vest/access wear items in the compound, a UV cleaner box can be used for this purpose. However, the items must be hung within the box so that the entire item can be exposed to the UV light. Folded vests placed in the box will not be sanitized properly.

Otherwise, cleaning of these items can be handled through traditional laundry services offered at the hotel, the athletic venue, or a local laundromat.

## **PART 8: AUDIO**

*This section deals with handling and cleaning microphones and audio equipment, such as radios, and how to mike up talent safely.*

### **8.1 General Recommendations**

- Crew must wear masks and gloves, including work gloves while handling equipment.
- DO NOT use any disinfectant sprays directly on the equipment; it could cause irreparable damage.

- Always use safe, approved disposable wipes on equipment. Wipes are usually 70% isopropyl alcohol (IPA); higher concentrations are no more effective. IPA is a great disinfectant: it kills bacteria, fungi, and viruses. It also dissolves oils and grease buildup and dries fast without leaving residue.
- The important detail is to sanitize hands after touching an item that may have come into contact with contamination. Common items — cellphones, pens, notepads, glasses, keys — are often the source of contamination, being used often and usually without hand-sanitizing.
- Although these procedures may be helpful, the results are only as good as the measures that people follow faithfully.

## 8.2 What is the best way to mike talent when social distancing is a concern?

First, anyone working with talent must wear a mask, sanitary gloves, and safety glasses or face shield. Most important, they should be sure to change gloves and wash their hands before and after working with each of the talent.

It is possible to reuse gloves, but the gloves must be dedicated to a particular talent, labeled and placed in a separate resealable container. Reusable masks, face shields, safety glasses, and containers must be disinfected and placed in a sealed, sanitary storage case until next use.

Talent should follow the general guidelines, which should include masks; gloves depend on the situation. Once given a mic or RF lav, the talent should be the only one to touch it. If they must touch or handle objects handled by others, they should wear gloves. Talent should follow hand-sanitizing measures when using their mic to prevent the microphone from becoming a source of cross-contamination.

Used gloves must be safely discarded at the end of the shoot, and, of course, hands should be washed before and after disinfecting equipment.

## 8.3 Can headsets and earpieces be shared?

It is recommended that each crew member and talent have their own headset and earpiece. At the start of a shift, the new user should put on their own disposable covers and windscreens before use.

Shared headsets may be used with sanitary earcup covers and windscreens.

### USEFUL LINKS

[https://www.amazon.com/Stretchable-Headphone-Disposable-Sanitary-Large-Sized/dp/B01MZABCNG/ref=sr\\_1\\_6?crd=3559VFAUXUBNE&dchild=1&keywords=headset+covers+disposable&qid=1591280498&sprefix=headset+cover%2Caps%2C144&sr=8-6](https://www.amazon.com/Stretchable-Headphone-Disposable-Sanitary-Large-Sized/dp/B01MZABCNG/ref=sr_1_6?crd=3559VFAUXUBNE&dchild=1&keywords=headset+covers+disposable&qid=1591280498&sprefix=headset+cover%2Caps%2C144&sr=8-6)

[https://www.amazon.com/Disposable-Sanitary-Earpiece-Covers-Headphones/dp/B00C7BXWGO/ref=sr\\_1\\_3?crd=3559VFAUXUBNE&dchild=1&keywords=headset+covers+disposable&qid=1591280575&sprefix=-headset+cover%2Caps%2C144&sr=8-3](https://www.amazon.com/Disposable-Sanitary-Earpiece-Covers-Headphones/dp/B00C7BXWGO/ref=sr_1_3?crd=3559VFAUXUBNE&dchild=1&keywords=headset+covers+disposable&qid=1591280575&sprefix=-headset+cover%2Caps%2C144&sr=8-3)

[https://www.amazon.com/Wode-Microphone-Windscreen-Headset-Protection/dp/B07D2B8HXN/ref=sr\\_1\\_8?dchild=1&keywords=foam+windscreen&qid=1591280696&sr=8-8](https://www.amazon.com/Wode-Microphone-Windscreen-Headset-Protection/dp/B07D2B8HXN/ref=sr_1_8?dchild=1&keywords=foam+windscreen&qid=1591280696&sr=8-8)

At the end of a shift, users should remove and throw away any used headset covers and windscreens and wipe down headsets with disinfectant wipes. Also, ear cushions and windscreens (microphone covers) or voice tubes should be replaced every time a new person uses the headset.

Leatherette and foam ear cushions and reusable windscreens (microphone covers) or voice tubes should be replaced every six months or sooner if they become clogged with makeup or otherwise soiled.

Headset plastics, consoles, and equipment should be cleaned regularly with approved wipes, especially when a headset is assigned to a new user.

A secondary sanitization step using UV-C or heat may also be used to improve disinfection.

And, again, after equipment has been disinfected, it should be placed in a sanitary sealed container to prevent contamination before its next use.

#### **8.4 What are the best processes for deploying microphones?**

Microphones should be wiped with approved disinfectant wipes before and after use. Remove any windscreens (microphone covers) from the microphone boom to allow the surface to be wiped down completely.

Disinfected microphones and headsets should be placed in sanitized storage containers to prevent contamination before their next use.

Microphone and headset windscreens need to be changed regularly.

#### **USEFUL LINKS**

[https://www.amazon.com/Wode-Microphone-Windscreen-Headset-Protection/dp/B07D2B8HXN/ref=sr\\_1\\_8?dchild=1&keywords=foam+windscreen&qid=1591280696&sr=8-8](https://www.amazon.com/Wode-Microphone-Windscreen-Headset-Protection/dp/B07D2B8HXN/ref=sr_1_8?dchild=1&keywords=foam+windscreen&qid=1591280696&sr=8-8)

[https://www.amazon.com/Windscreen-Microphone-Handheld-Perfect-Recording/dp/B07L9S1YVZ/ref=sr\\_1\\_18?dchild=1&keywords=foam+windscreen&qid=1591280734&sr=8-18](https://www.amazon.com/Windscreen-Microphone-Handheld-Perfect-Recording/dp/B07L9S1YVZ/ref=sr_1_18?dchild=1&keywords=foam+windscreen&qid=1591280734&sr=8-18)

#### **8.5 How should windscreens be safely deployed?**

It is recommended that new windscreens be used, but, when foam versions must be reused, they may be cleaned of visible debris, then washed with mild detergent and water or an approved disinfectant, such as 70% isopropyl alcohol. Note that the windscreens must be completely dry before being reinstalled on the microphone or stored in individual sanitary containers until next use.

#### **8.6 How should lavalier microphones be handled?**

First, crew members must wash their hands before and after handling the mic.

The A2s must wear gloves when they touch equipment that the talent will handle. Face shields are necessary for A2s since they may need to be up close to talent to make adjustments and provide assistance. Ideally, the talent will be able to place the lav mic themselves, but, with the different uses, lav mics, and pack configurations, it is likely that the talent will need some sort of help.

Wireless and lavalier microphones must be disinfected before and after each use. If the microphone is to be used multiple times by the same person, it may be placed in a sealed container, such as a zip-lock bag, between uses.

The microphone, cables, and wireless pack must be disinfected after final use and returned to its sanitary storage case.

A foam windscreen must be either replaced with a new one or properly disinfected and dried before being returned to its sanitary storage case.

### **8.7 What are some recommendations for cleaning hard surfaces of equipment in the audio area?**

First, disposable gloves should be worn for cleaning and disinfecting surfaces. Reusable gloves should be dedicated to cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Follow manufacturer instructions for the cleaning and disinfection products used. Hands should be cleaned immediately after gloves are removed.

If surfaces are dirty, they should be cleaned with a detergent or soap and water prior to disinfection.

For disinfection, most common EPA-registered household disinfectants should be effective. Follow manufacturer instructions for all cleaning and disinfection products (concentration, application method, contact time, etc.) because they can all be deployed differently.

Additionally, diluted household-bleach solutions (at least 1,000 ppm sodium hypochlorite or a concentration of 5%-6%) can be used if appropriate for the surface. Follow manufacturer instructions for application, ensuring contact time of at least one minute and allowing proper ventilation during and after application. Check to ensure that the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing:

- 5 tablespoons (1/3 cup) bleach per gallon of room-temperature water
- or
- 4 teaspoons bleach per quart of room-temperature water

Bleach solutions will be effective for disinfection up to 24 hours.

### **8.8 Any recommendations on cleaning soft (porous) surfaces?**

For soft (porous) surfaces — carpeted floor, rugs, drapes — remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, launder the items as appropriate in accordance with manufacturer instructions. If possible, items should be laundered in the warmest appropriate water for them and dried completely. Otherwise, products that are EPA-approved for use against the virus that causes COVID-19 are suitable for porous surfaces.

### **8.9 Electronics like cellphones, tablets, touchscreens, keyboards, etc. also need to be cleaned. Any recommendations?**

With electronics — cellphones, tablets, touchscreens, remote controls, keyboards — remove any visible contamination. Follow manufacturer instructions for all cleaning and disinfection products.

Also consider use of wipeable covers for the electronics.

If no manufacturer guidance is available, consider the use of 70%-alcohol-based wipes or sprays to disinfect touchscreens. Dry surfaces thoroughly to prevent pooling of liquids.

All equipment should be wiped down with disinfectant wipes when taken from the storage case and disinfected again before being returned to it. To prevent cross-contamination, if the equipment must be moved or put back into the case between uses, it must be placed in a sealed container, such as a zip-lock bag, before being put into the case.

After final use, the equipment must be properly disinfected before being returned to the storage case. Wipes must use 70% isopropyl alcohol or other approved disinfectant, and UV-C sanitization can also be used if the equipment is first wiped clean of dirt and oil residue.

As always, crew members must wash their hands before and after disinfecting the equipment.

### **8.10 Any suggestions for cleaning a radio, such as removing heavy dust, soil, mud, grime, stains, etc.?**

Prepare a solution of a non-abrasive dish detergent and water, with no more than 0.5% detergent in the solution. Some manufacturers recommend using distilled water. Apply the solution to the surface of the radio with a soft, non-abrasive cloth. Note: do not apply any liquid directly to the surface of the radio; apply it to the cloth, then wipe the radio with the cloth.

Next, use a stiff, non-metallic, and short-bristled brush to loosen and remove dirt from surface and crevices of the radio. Wipe the debris and moisture away with a dry, soft, lint-less, absorbent cloth.

Be sure to remove all moisture from the radio, including any metallic contacts, connector ports, cracks, and crevices. Also, allow the radio to fully dry before attempting to install the battery/batteries, charge, or use the device.

### **8.11 What steps are best for disinfecting a radio?**

Wipe down the radio using IPA in a 70%-80% concentration; below 70% will not be effective. Apply the isopropyl alcohol to a soft, non-abrasive cloth and wipe the surface of the radio. Do not apply the solution directly to the radio.

Be sure to wipe into the cracks and crevices in the radio to effectively disinfect it.

Some radio manufacturers allow the use of an antibacterial wipe, but excess liquid must be squeezed out of the wipe first so that it is merely damp, not wet, to avoid over-saturating the radio with fluid.

Be sure to remove all moisture from the radio, including metallic contacts, connector ports, cracks, and crevices.

Allow the radio to fully dry before attempting to install the battery/batteries or charge or use the device.

**USEFUL LINKS**

<https://www.buytwowayradios.com/blog/2020/04/how-to-clean-and-disinfect-your-two-way-radios.html>



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## FOX SPORTS - OPERATIONS GUIDELINES CHECKLIST FOOD SERVICE - OUTSIDE ORDERS

This is a guide to our **FOX SPORTS** Covid-19 food service protocols for food delivery:

### **GENERAL GUIDELINES:**

1. Restaurants and caterers must practice COVID-19 mitigation strategies including wearing face coverings and gloves while preparing meals.
2. Restaurants need to ensure that all delivery personnel will arrive with Face Covering and Gloves in place.
3. Due to severe peanut, and egg allergies, **NO** food can be cooked in or use any peanut product (This includes Peanut Oil). FOX Sports requires any meals that include eggs to be clearly labeled.
4. Vegetarian meal options must be available for order and clearly labeled
5. Food must be packaged in individual containers with protein clearly labeled.
6. Food **MUST** be delivered in a specified time window given by FOX Sports Operations.

### **ORDER FULFILLMENT GUIDELINE:**

1. Individual Meal Packaging is required for each meal ordered. Packing can be in the form of plastic bag, tied tight at the top for safe sealing or paper bag tightly folded and stapled for safe sealing when delivering the meals.
2. Each Meal Package should be clearly labeled with the contents or name of the meal for easy selection without opening the safe sealed meal packaging.
3. Each Meal Package should include:
  - Main Entrée. Any sides, breads and/ or dessert (if not included in entrée packaging) should be packed inside the Meal Package, in a container or ziplock bag and not placed loosely in the Meal Packaging.
  - All condiments, sauces, dressing and/or fixing/toppings should be included in each Meal Packaging according to the Entrée. **NO BULK CONDIMENTS.**

4. Utensils should come pre-packed with a napkin in a sealed clear plastic wrapper. Please do not send plastic utensils rolled up in paper napkins. We will only accept pre-packed in a sealed plastic wrapper.

**DELIVERY GUIDELINE:**

1. Delivery Personnel must wear face covering on arrival
2. Delivery Personnel must wear gloves when handling food packaging
3. Arrival must be coordinated with FOX Sports Operations and received by our designated representative.
4. The drivers name and car model being used for delivery, must be submitted to FOX Sports Operations prior to delivery.
5. Delivery location instructions must be followed due to Covid-19 protocols onsite

**Please sign your acceptance and acknowledgement below signifying your intention to follow these guidelines in serving FOX Sports remote events:**

X \_\_\_\_\_  
*Signature*

X \_\_\_\_\_  
*Name*

On behalf of \_\_\_\_\_  
*(Restaurant or Caterer)*

