
SVG[®] COVID-19

SPORTS PRODUCTION

OPERATIONS GUIDE

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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These documents have been developed by SVG's Editorial Team based on interviews with leading sports-production professionals and are provided for informational and educational purposes only. They should not be read, used, or interpreted as industry standards or best practices.

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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



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)

