

2022

# MPI Safety Guidelines



SAFETY GUIDELINES

Motion Picture Institute

1/1/2022

## Safety Guidelines

### **NEW MOTION PICTURE INSTITUTE SAFETY GUIDELINES**

To protect our students and faculty from the COVID-19 virus, the MOTION PICTURE INSTITUTE continues to implementing the following practices to provide a safe learning environment. Considerations provided in this document are not exhaustive nor comprehensive in scope, as we are all working hard to use best practices to ensure the health and safety of our faculty, staff and students.

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#### **BROAD SUMMARY**

- No Visitors – Absolutely no personnel or visitors are permitted at MPI without prior approval from MPI management.
- Distancing – Avoid unnecessary physical contact, touching your face and maintain distancing unless absolutely necessary.
- Sanitation Stations – Hand sanitizer should be visible and available in all areas of the school.
- PPE – MASKS are to be worn at all times while on the premises. This means during and in-between classes. From the moment you arrive and enter the facility until you leave you MUST wear a safety mask. MPI asks that you supply your own masks.
- Disposable masks will be made available to anyone who has forgotten theirs. Students and Faculty can see either MPI management if you require a mask.
- Cleaning Service – Additional personnel will be engaged to clean the classrooms, offices, restrooms and sets including but not limited to disinfecting tables, desks, chairs, door knobs & handles, light switches, production and post production gear, sets and props.
- If you are feeling sick with fever or cold/flu like symptoms, stay home and immediately inform MPI management via Canvas messaging or email.

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## GENERAL GUIDELINES

**NO VISITORS:** Absolutely no visitors permitted at the institute without prior approval from MPI management.

**RESTROOM USE:** Hand sanitizer (at least 60% alcohol) should be visible and available in all restrooms. Only ONE individual at a time should be allowed to access the restrooms. If you see someone entering the restroom or see it is already in use you must wait until the restroom is vacated before entering.

**HAND WASHING:** Students and Faculty are encouraged to wash their hands with soap and water multiple times a day. Production will provide disposable, disinfecting wipes (when possible) so that common spaces and equipment can be wiped down by cast/crew. To the extent these supplies are limited, students and faculty have the right to procure and bring their own gloves/masks to wear.

**KITCHEN & LOUNGE AREA USE:** For the foreseeable future we are limiting use and access to the kitchen to one individual at a time. There will be no group gathering outside of class allowed in the kitchen or other areas without prior approval from MPI management.

**FOOD STORAGE & REFRIGERATION:** Until otherwise notified we are asking that ALL students to refrain from bringing and storing food at the school. This means you should refrain from using the refrigerator.

**VENDING MACHINES:** If you decide to use one of the vending machines, we ask that you use hand sanitizer before inserting money, making selections and retrieving food or beverage.

**ACTORS, AUDITIONS & REHEARSALS:** Student MUST seek and get approval from MPI management before inviting and bringing actors into the facility. This includes auditions, callbacks, meet ups, read throughs, rehearsals & filming.

**FILMING @ MPI:** Student MUST seek and obtain approval from either MPI management before planning, scheduling and conducting any filming at MPI.

**WAIVER:** Before any ACTORS or VISITORS are allowed entry into MPI they must first have signed a waiver (see WAIVER below).

**HANDLING OF GEAR:** Only designated students and faculty will be allowed to handle camera, light and sound gear. At all times those students designated to handle gear are required to have washed or sanitized hands before equipment use.

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**PICKING UP GEAR:** All students are required to fill out the necessary equipment request form, submit it to the Equipment Manager, obtain approval and coordinate a mutually agreeable pick up date & time. The ONLY person allowed to pick up and return gear is the student who has obtained the approval.

**HANDLING GEAR ON SET:** The only students allowed to handle gear on set are the designated department heads. Unless preventing an accident or damage to the equipment, at no time are multiple students allowed to handle a single piece of equipment. Example: Only the Sound Mixer may handle the sound gear. Only the Camera Operator may handle the camera. This policy is in effect while at MPI or on location.

**RETURNING GEAR:** All gear MUST be wiped down with sanitation wipes before returning to MPI. All drop offs MUST BE coordinated with the Equipment Manager in advance. ABSOLUTELY NO GEAR may be left or returned without an MPI employee being present.

**BUILDING SETS:** No sets will be tampered with or adjusted without prior approval from MPI management. Set Dressing, Construction and the use of any sets or props requires prior approval from MPI management. Due to the many complexities involved in the construction of sets and ongoing safety concerns MPI encourages students to seek alternate locations for filming.

**USING THE STAGES:** Due to ongoing safety concerns related to COVID-19, MPI is putting stringent restrictions on the use of its stages for the filming of thesis projects. When possible, we encourage filmmakers to seek locations outside of MPI's facilities. However, if you wish to film on MPI's stages you must first seek and obtain approval from MPI management. You will also need to adhere to stringent guidelines while filming. Please note that MPI reserves the right to decline the use of its stages for thesis filming at any time.

**CLEANING SERVICE/LOCATIONS:** Additional crew will be acquired to increase cleaning the set. All communal areas, tables, etc. should be wiped down periodically with disinfectant cleaning agent. Each evening all areas of the set will be thoroughly cleaned. Respective departments (location, props, wardrobe, sound, camera, etc.) will be responsible for disinfecting supplies.

**FEELING SICK WHEN AT HOME:** If you're feeling sick with fever, cough, difficulty breathing or cold/flu like symptoms, stay home and immediately inform MPI management. Please consider seeking medical care right away. If the aforementioned symptoms persist, please do not return to school until the MPI management clears you to return.

**FEELING SICK WHEN AT MPI:** If you're feeling sick with fever, cough, difficulty breathing or cold/flu-like symptoms, immediately inform MPI management and leave the premises if

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possible. If you are unable to leave premises, try to find an isolated place to wait/rest until transportation can be arranged.

**TESTING AND RESULTS:** If you have encountered someone who has tested positive for Covid-19 you should notify the school. You may be instructed to quarantine, or you may also take a test to determine if you are carrying the virus. If you test negative, you should present a copy of the results to the school. If you test positive, you will not be allowed to return until you have quarantined for a minimum of five days and no longer have symptoms or test negative, whichever is sooner. You may contact the school to make arrangements to attend online.

**ADMINISTRATIVE TEAM:** The administration will be in constant contact with local and state public health officials to assure they are following best practices during this time. Also, the administration will communicate with students and faculty to assure everyone agrees to follow these guidelines and understands the assumption of risk while at MPI or on a student film set. Furthermore, the administration will also work directly with each instructor to assess any unforeseen safety issues, problem-solve and work together to protect comfort level and security of students and faculty.

**SOCIAL DISTANCING:** To the extent possible:

- Increase physical space between students and faculty to 6ft feet or more.
- Remind others to consider social distancing guidelines outside of school and your thesis productions (e.g. avoid as much as possible visiting crowded places such as bars, restaurants, movie theaters etc.)
- On thesis productions limit crew members near cast, All should be masked when working on talent.

**STOP THE SPREAD OF GERMS:** As a reminder, there are certain steps that we all can take to protect ourselves and our fellow cast and crew members from infection.

- Avoid close contact with people who are sick.
- Avoid physical contact including shaking hands or hugging.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds.
- Wipe down all props and equipment before and after use.

**FILMING ON LOCATION:** MPI has presented students with guidelines for following safe onset protocol. Students should adhere to the same guidelines when on location with a student production.

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**MEETINGS:** Faculty, staff and students must wear face protection and practice safe distancing during individual and group meetings. The administrative offices, learning resource center and war room are off limits for meetings unless approved by MPI management. Students and staff entering an occupied office should practice social distancing. Meetings will only be allowed in rooms with proper ventilation or as otherwise approved by the administration.

**PLAN FOR COVID:** Should a student, faculty or staff member be diagnosed by a medical professional with COVID-19 and present verifiable documentation to confirm it, MPI will immediately notify anyone exposed and make necessary arrangements to notify and member of the community that may have been exposed.



Centers for Disease Control and Prevention

## **HOW TO PROTECT YOURSELF AND OTHERS**

### Know how it spreads

- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to [spread mainly from person-to-person](#).
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - COVID-19 may be spread by people who are not showing symptoms.

### Everyone should wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
  - Remember that some people without symptoms may be able to spread virus. Stay at least 6 feet (about 2 arm's length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings. Keeping distance from others is especially important for people who are at higher risk of getting very sick.

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Cover your mouth and nose with a face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a face cover when they have to go out in public (for example to the grocery store or to pick up other necessities).
- Face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your face covering**, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work.



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**WAIVER OF LIABILITY:**

**COVID-19 Liability Waiver and Assumption of Risk**

In consideration of being allowed to participate on campus at the Motion Picture Institute the below signed participant, and the participant's parent(s) or legal guardian(s) if the participant is a minor, agrees as follows:

1. I am aware that the novel coronavirus ("COVID-19") is an extremely contagious virus and that it is currently believed that COVID-19 spreads through person-to-person contact.
2. I am familiar with the Center for Disease Control and Prevention ("CDC") guidelines regarding COVID-19, which are located at [www.coronavirus.gov](http://www.coronavirus.gov) I acknowledge and understand that the circumstances regarding COVID-19 are changing day-to-day, and that the CDC guidelines are regularly modified and updated. I accept full responsibility for familiarizing myself with the most recent updates, and making informed choices to take precautionary measures to protect myself and others. This includes wearing a mask at all times on the premises regardless of vaccination status.
3. In addition to the CDC guidelines, I agree to abide by any and all policies or postings published to the general public at the Facility.
4. By signing this agreement, I acknowledge that I am aware of the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 at the Facility, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Facility may result from the actions, omissions, or negligence of myself and others.
5. I agree that, in the event that I suspect I became exposed to or infected by COVID-19 at the Facility and I elect to seek testing and/or treatment as a result therefrom, I will be responsible for payment of any and all medical services and testing services.
6. I voluntarily choose to assume all of the foregoing risks and accept sole responsibility for any injury, illness, permanent disability, or death related to COVID-19 arising from or in connection with my presence at the Facility. I hereby release and hold harmless the Facility, their employees, agents, directors, officers and representatives and other participants from and against all liabilities (statutory or otherwise) for claims, suits, demands, judgments, costs, interest and expense (including but not limited to attorney's fees and disbursements) for injury, illness, permanent disability, or death related to COVID-19 arising from or in connection with mine or my child(ren)'s presence at the Facility.
7. By signing I am stating that I do not have any symptoms associated with Covid-19 and that I have been vaccinated against the virus or have obtained a negative test in the past 72 hours.

Participant Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If participant is under the age of 18, a signature from a parent or guardian is required.

Parent Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_