



COVID Safety for Commercial Filming in the Town of Banff

**Presented by the Town of Banff
Emergency Coordination Centre**

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This document has been developed by the Town of Banff to ensure commercial filming production units reduce the risk of transmission of COVID-19. As the COVID-19 pandemic is an evolving situation, this document, and the guidance within, are subject to change and will be updated as appropriate

Permit Required

With the exception of news media, any person or company wishing to access Town of Banff municipal property (including all public property) for the purposes of commercial photography, video, film and television—including documentaries—must obtain a film permit from the Town of Banff.

Public land includes streets, roads, parks, playgrounds, recreational areas, environmental reserves, parking lots and pathways within the town's boundaries. Examples are Banff Avenue, Central Park, Surprise Corner and The BANFF sign on Norquay Road.

Please refer to this map to see if you are filming within the Town of Banff. Popular locations such as The Banff Gondola, Cave and Basin, the Norquay Meadow and the Golf Course are located on Parks Canada land outside the town site.

To obtain a permit from the Town of Banff, submit an application two weeks in advance of shooting. Visit banff.ca/Film for information and online application form.

To obtain a permit for commercial video, TV, film or photography in Banff National Park, outside the Town of Banff, call Parks Canada at **403.762.1546** or email film.banff@pc.gc.ca for more information.

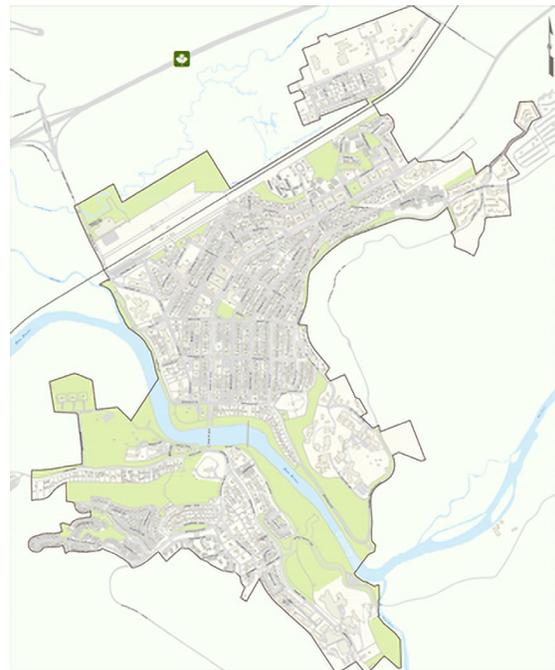


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Symptoms

COVID-19 symptoms can range from mild to severe.

- **Common symptoms:** cough, fever (over 38°C), shortness of breath, runny nose or sore throat.
- **Other symptoms can include:** stuffy nose, painful swallowing, headache, chills, muscle or joint aches, feeling unwell in general, new fatigue or severe exhaustion, gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite), loss of sense of smell or taste, conjunctivitis (pink eye).
- **Symptom of serious illness:** difficulty breathing or pneumonia.

If someone has a fever, cough, shortness of breath, runny nose or sore throat (not related to a pre-existing illness or health condition), they are legally required to isolate for at least 10 days from the start of their symptoms or until symptoms resolve, whichever is longer.

If someone has any of the other symptoms, they are to stay home and minimize contact with others until their symptoms resolve.

Testing for COVID-19 is available to anyone in Alberta. If a person on your crew has symptoms, or develops symptoms while in Banff, they should isolate and arrange local testing (testing info at banff.ca/COVID).

If a person is tested negative and has no known exposure to the virus, they are not legally required to isolate. However, it is important to stay home until your symptoms resolve so that you do not infect others.

Human Resources Considerations

- Screen-based production industry work must adhere to all relevant Alberta public health and occupational health and safety measures.
- No one is allowed to work on location or be in public if sick or symptomatic. (See Symptoms of COVID-19.)
- **Employers should implement daily screening of talent and crew for symptoms, with a clear questionnaire that:**
 - confirms no one involved on the project is symptomatic before coming to work or while at work.
 - ensures no one employed on the production project has arrived from out of the country within 14 days of commencing work on the project.
 - ensures no one has been in close contact with a confirmed case at least 14 days prior to commencing work, or at any point, while working on the project.
- **If a member of the crew or talent becomes sick, they must stop immediately and self-isolate.**
 - A response plan should be in place if an employee develops COVID-19 symptoms while at work.
 - Symptomatic crew and talent should follow hand hygiene and respiratory etiquette and maintain at least 2 metres distance from others while leaving the premises.
 - If the individual does not have their own transportation, management should support them in arranging for transportation home where needed, as symptomatic/sick individuals are not allowed to take public transportation.
 - Talent or crew who become sick must:
 - get tested for COVID-19, from a local assessment clinic (see banff.ca/COVID).
 - isolate in accommodation away from other members of the crew.
- People who cannot maintain 2 metre distancing as part of their duty must wear high quality masks.
- Place appropriate signage around work areas to remind staff of physical distancing expectations, hand hygiene requirements and general sanitation obligations.
- Employers must maintain a list of all workers in proximity (during work, transportation and after work gatherings) each day.
- **Employers should maintain an up-to-date contact list for all workers including names, accommodation and phone numbers, in the event all crew need to be contacted.**
 - For the purposes of tracing close contacts, employers should be able to indicate:
 - roles and positions of workers.
 - who was working onsite at any given time.
 - if a worker worked with anyone else on any given shift.
 - Records should only be kept for 2 weeks
 - An organization must make reasonable security arrangements to protect the personal information.
 - Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose, unless an individual provides their consent.
 - For more information, the Office of the Information and Privacy Commissioner has released [Pandemic FAQ: Customer Lists](#) about collecting personal information from customers during the COVID-19 pandemic.
 - For questions about your obligations under PIPA, please contact the FOIP-PIPA Help Desk by phone at 780-427-5848 or by email at sa.accessandprivacy@gov.ab.ca.
- Management should conduct hazard assessments to identify existing and potential hazards related to COVID-19. Where elimination of these hazards is not possible or reasonable, they should be controlled.
- Workers must maintain 2 metres (about 6 feet) distance between one another at all times. Masks are not a replacement for this requirement.
- Encourage all workers to stay up to date with developments related to COVID-19.
- Provide workers with documentation regarding the steps being taken to prevent the risk of transmission in the work area, and reminders for good safety practices for all staff.



Direction for All Personnel

- **All personnel should self-monitor for signs or symptoms of COVID-19 and report to manager if they are sick or experiencing symptoms.**
 - **Maintain a physical distance of at least 2 metres (about 6 feet) from anyone not from your household, at all times.** Masks are not a replacement for this requirement.
 - Wash hands frequently with soap and water for at least 20 seconds.
 - Use hand sanitizer with at least 60% alcohol frequently.
 - Avoid touching your mouth, eyes, and nose.
 - Use a mask or face covering when in crowded areas.
 - Use personal protective equipment (PPE), including, but not limited to, masks that cover the nose and mouth, face shields, goggles, gloves, finger cots, etc. as needed or required.
 - Replace PPE as necessary. Dispose, clean, and store PPE properly.
 - Limit physical presence on site to essential personnel only.
 - Individuals who are able, should be encouraged to work remotely (e.g., from home, digitally). This includes individuals who perform production preparation, casting, location scouting, post-production.
 - Work outside whenever possible or maintain good ventilation. Keep windows and doors open when possible, but open at least periodically to cycle air.
 - Individual or group direction must only be conducted with appropriate physical distancing of at least 2 metres, unless the individuals are from the same household.
 - Masks are absolutely required when 2 metre distance is not possible with other members of the crew or talent.
 - Only one individual should be the driver for each vehicle, unless thoroughly cleaned between users with at least 60% alcohol cleaning solution.
 - All equipment and high-touch surfaces must be cleaned between users, with at least 60% alcohol solution.
 - Use personal/reusable water bottles (clearly labeled with owner's name) rather than shared dispensers, drinking fountains and shared cups, mugs, etc.
 - Do not share cell phones, tablets, computers, pens, paper, clipboards, tape, etc.
 - Where possible, all documentation (e.g. scripts, call sheets, production reports, contracts) should be used, and shared, digitally.
 - Remove items, decorations and equipment that are not necessary to limit cross-contamination.
- **Avoid high-risk activities, including:**
 - sharing food, drinks or utensils.
 - sharing equipment.
 - close-range conversations.
 - direct physical contact or touch with people outside of your household.

Self-sufficiency and Planning

- **Incorporate pertinent COVID-19 considerations into daily safety meetings.**
- Provide personal COVID kits for each individual with hand sanitizer, cleaning wipes, water and non-shared essentials such as pens, paper, phones, etc.
- Provide a washing station when there is no access to running water.
- Provide PPE to all personnel that do not provide their own (e.g. masks, gloves).
- Store and stock adequate supply of all required PPE.
- Filming scheduling should be organized and well-planned to limit gathering and extra-regional travel.
- Scheduling times should also account for the addition of increased cleaning and disinfecting production items (e.g. time needed to clean sets, equipment, props, etc.).
- Limit travel and movement from one location set to the next, where possible. Cast and crew should be cohorted together to the extent possible.

Talent

- Maintain 2 metre distance between actors, unless from the same household.
- Maintain 2 metre distance between actors and crew at all times.
- Consider a temporary barrier between actors while establishing marks and positions.
- Consider alternate shot set-ups, camera angles, lenses, mics, etc. to allow for maximum separation between individuals.

Hair and Makeup

- Hair and makeup artists should wear procedural/surgical masks while working directly with talent and consider wearing eye protection and aprons.
- Wear appropriate PPE for the duration of person-to-person contact (all parties).
- Wash or sanitize hands before starting work, before and after working with each individual, and after any other activity.
- Avoid doing on-set hair or makeup unless absolutely necessary.
- Consider having the actor show up having done their own hair or makeup (confer with your hair or makeup artist first).
- Mix foundation, powders, lipstick, etc. on a separate clean palette for each individual.
- Clean hairbrushes and combs with appropriate disinfecting solution.
- Disinfect all equipment in between uses.
- Use single-use brushes and applicators if proper disinfectant cannot be guaranteed.
- Avoid sharing products or tools between workstations. If sharing is required, clean and disinfect products and tools between users.
- Only remove the actor's PPE when essential.
- Have actors wear a mask when possible (e.g., while having their eyes or hair done).
- Once made up, actors may consider a face shield (as opposed to a mask) to not disturb completed makeup.



On Location in Public Spaces

- Apply for permits a minimum of 2 weeks in advance of shooting.
- Use controls to ensure crew and actors do not come within 2 metres of the public.
- You will also require a Streets and Public Place Use permit if you block an area in order to control distancing with the public or for reserved space on sidewalks, parking or street.
- Plan for security/area manager to monitor filming to maintain 2 metre distancing with public.
- Do not touch, move or come in contact with public infrastructure (i.e., sign poles, A-Frame information signs, waste receptacles, planters, etc.).
- Maintain a clean work environment; leave nothing behind.
- Only allow essential visitors to your production; essential visitors must be actively monitored.

On Location in Private Spaces

- Restrict public access to interior private locations during filming.
- Acquire written approval for filming in private spaces from owner, and share permission form with Town of Banff.
- Require the owner of a location to limit interaction with staff or public customers on site.
- Maintain a list of the names and contacts for all crew within the interior space while filming.
- Clean and sanitize all surfaces, including high touch areas (e.g., fixtures, light switches, appliance handles, buttons, etc.) on arrival and departure of staff and visitors.



Catering and Food Services

- There should be no self-serve or buffet style meals.
- Staggered meal breaks are recommended to limit the number of people in a shared space.
- Use restaurant take out/delivery services wherever possible.
- Wear PPE at all times when preparing or handling food.
- Avoid shared food tables.
- Provide plenty of tables and seating (outdoors when possible) to allow for physical distancing.
- Ensure a washing station in close proximity to meal areas.
- Wash hands before entering the food service area.



Camera and Sound

- Microphones should not be shared between speakers.
- Handling of camera equipment should be done only by camera personnel.
- Clean equipment with sanitizing wipes or at least 60% alcohol solution before and after use.
- PPE must be worn for the duration of person-to-person contact.
- Label Comteks with the name of the user.
- Disinfect Comteks before and after each use.
- Disinfect Lav mics and transmitters before and after each use.
- Replace Lav mounting components that cannot be thoroughly cleaned.
- Consider utilizing boom-only audio (as opposed to rigging Lav mics).



Additional Guidance and Resources

- **Guidance for the Screen-based Production Industry**
alberta.ca/assets/documents/covid-19-relaunch-guidance-screen-based-production-industry.pdf
- **Government of Alberta (Alberta Health) – COVID-19 Information for Albertans**
alberta.ca/coronavirus-info-for-albertans.aspx
- **Workplace Guidance for Business Owners (PDF)**
alberta.ca/assets/documents/covid-19-workplace-guidance-for-business-owners.pdf
- **Enhanced Protection and Control Measures**
albertahealthservices.ca/info/Page6410.aspx asures (Alberta Health Services)
- **Guidance for Wearing of Non-medical Face Masks (PDF)**
open.alberta.ca/publications/covid-19-information-guidance-for-wearing-non-medical-masks
- **Occupational Health and Safety (OHS) Resources**
ohs-pubstore.labour.alberta.ca/covid-19
- **Alberta Health Services – COVID-19 Self-Assessment Tool**
myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx
- **Government of Canada – Coronavirus Disease (COVID-19)**
canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html
- **Town of Banff – Coronavirus (COVID-19) Information in the Town of Banff,**
including local COVID testing contacts: banff.ca/covid