



DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM

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COVID-19 GUIDELINES FOR FILM PRODUCTIONS IN HAWAII

The following guidelines provide framework for safe working conditions on set and on location in light of the COVID-19 pandemic, as required by the Hawaii Film Office using guidelines provided by the state Department of Health and the Centers for Disease Control.

These current guidelines have been formulated with the guidance of the agencies listed above, as well as input from County Film Offices, local and national film industry representatives. They are considered to be the minimum steps that productions shall take to help ensure a safe working environment for its cast, crew and the public.

These general guidelines apply to all film productions working in Hawaii as well as independent contractors (e.g portrait and wedding photographers). These guidelines do not supersede any union/studio agreement that pertains to COVID-19 safety guidelines and protocols.

State of Hawaii Film Office COVID19 Guidelines for Film Productions in Hawaii shall be reviewed regularly and revised and/or expanded as new information becomes available. The Hawaii Film Office will continue its work with these industry related groups to incorporate such guidelines as applicable.¹

In General:

1. Employers (studios, production companies, etc.) are responsible for the health and safety of their cast and crew while engaged in a production. It is the employer's responsibility to properly plan to ensure:
 - a. a safe working environment for their cast and crew; and

¹ Including *SAG-AFTRA* (Screen Actors Guild – American Federation of Television and Radio Artists); *IATSE* (The International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States) and *The International Brotherhood of Teamsters*.

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- b. implementing social distancing of at least 6 feet, personal hygiene for all cast and crew.
2. Employers shall include reminders of social distancing of at least 6 feet and personal hygiene on all call sheets and emails in advance of and during production dates. These COVID-19 guidelines shall be reviewed thoroughly during production safety briefings.
3. Production shall use Security personnel (with possible assistance of hired off-duty police and/or DOCARE officers) to ensure that crowds of 10 or more do not gather to watch filming in public spaces. Members of the public who may be in the vicinity of a film production and choose to watch, shall practice safe distancing at all times, of at least 6 feet from other members of the public, and wear protective masks as required by law.
4. All cast and crew shall be notified that they are not to report to work if they are showing any symptoms of illness or fever.

Notices: Reminders to wear protective masks, wash hands and disinfect areas and equipment shall be posted throughout the set and production facilities.

Vaccinations:

Please indicate total number of cast and crew on your production: _____

Of that total number how many have been vaccinated? _____

As of September 13, 2021 Governor David Ige issued an Executive Order (EO No. 21-07) requiring all vendors, contractors and permittees (including film productions) are required to show proof of vaccination or negative COVID-19 tests for their employees who are working on state property. We are currently working with our State Attorney General's Office to determine if we are able to secure an exemption for active film productions filming on state property because productions are following these guidelines and the very strict COVID safety protocols that have become industrywide standards. We will provide updates on this new EO and its implications to our film industry and will provide any necessary forms that need to be completed and signed.

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Prevention



Wash

your hands well and often to avoid contamination



Cover

your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue



Avoid

touching eyes, nose, or mouth with unwashed hands



Clean

and disinfect frequently touched objects and surfaces

Reporting a COVID-19 Illness – Steps to take:

If a cast or crew member is diagnosed with COVID-19, the cast or crew member shall immediately inform the designated safety manager, unit production manager or production supervisor.

Upon notice that a cast or crew member has been diagnosed with COVID-19, the employer shall immediately contact the State of Hawaii, Department of Health, Disease Outbreak Control Division, Disease Reporting Line for further instructions at 808-586-4586. <https://health.hawaii.gov/docd/contact-us/>

The employer shall also notify the Hawaii Film Office, Donne Dawson, State Film Commissioner, at 808-754-FILM (3456). <http://filloffice.hawaii.gov/hawaii-film-office/>

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Production shall refer to the following DOH recommendations in the areas where any COVID exposure is presumed to have occurred. Production shall consult with DOH Disease Outbreak Control Division and the Hawaii Film Office to discuss what, if any further action, may need to be taken at the location where COVID exposure may have occurred.

[What-to-Do-if-a-Person-at-Your-Worksite-has-COVID-19.pdf \(hawaii.gov\)](#)

Personal Protective Equipment and Physical Distance:

1. Masks shall be worn by crew at all times, and by all cast, where practical.
2. Employer shall provide disposable masks for all cast and crew and replace as necessary.
3. Social distancing, at a minimum of 6 feet, shall be observed, as much as possible and practical on set.

Personal Hygiene, Cleaning and Disinfecting:

1. All cast and crew shall be provided access to hand washing facilities with soap and water.
2. All cast and crew shall be provided access to hand sanitizer (minimum 60% alcohol content).
3. Production shall regularly clean and disinfect production/set especially high-touch areas, according to CDC guidelines and recommended disinfectants.

Catering and Craft Service:

1. All cast and crew shall maintain social distancing during meal breaks.
2. Meals should be individually prepared; Buffets or communal food serving is prohibited.
3. All craft services shall be distributed as individually packaged items.
4. All catering and craft services personnel must wear food-grade gloves and masks.

Equipment and Supplies:

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1. All equipment and supplies shall be disinfected throughout the day.
2. Microphones, make-up brushes and other equipment shall not be shared unless properly disinfected between users. Use disposable make-up kits when possible.

On Location Operations:

1. Production shall maintain a closed-set environment at all times, with only essential production personnel present.
2. If cast and crew are providing their own transportation to/from set, they shall not carpool or ride share.
3. If crew shuttles are necessary, production shall maintain social distancing and defer to their own strict COVID safety protocols.

COVID-19 Safety Manager or Compliance Officer:

Production shall designate at least one individual whose responsibility will be to monitor safety protocols, as outlined above, and alert the unit production manager or production supervisor of any non-compliance or deficiencies.

Wrap:

Productions shall ensure that all masks, gloves and items used for disinfecting are properly disposed of. If filming is to occur the next day, steps shall be taken to clean and disinfect set and production area prior to the next designated call time.

Travel:

1. Are any of your cast/crew traveling via airplane or boat/ship to Hawaii?
 Yes or No

If yes, make sure they are updated with all the latest travel information at [https: Travel - Hawai'i DOH: Info & Resources for Managing COVID-19 \(hawaiiicovid19.com\)](https://travel-hawaii.doh.hawaii.gov/info-resources-for-managing-covid-19/) and have registered with the state's Safe Travels Program at [State of Hawaii - Safe Travels](https://www.safetravels.hawaii.gov/).

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New Production Registration:

O'ahu – New productions taking place will need to register their locations with the City and County of Honolulu. Please visit <http://www.honolulu.gov/ecodev/film-office.html> for the Registration of Production and Activity Form. This is to be submitted to Walea Constantinau at info@filmhonolulu.com.

Please contact the County Film Commissioner to register on any of the Neighbor Islands:
Tracy Bennett – Maui County Film Office -- filmmaui.com
Sandy Kaaui – Kaua'i Film Commission -- filmkauai.com
Frecia Cevallos – Hawai'i Island Film Office -- hawaiiislandfilm.com

Production's COVID-19 Safety Plan:

The production shall create its own COVID-19 Safety Plan and submit that plan with each State Film Permit Application. The Production's COVID-19 Safety Plan may be formulated based on these guidelines, other film industry guidelines (such as, but not limited to, [The Safe Way Forward](#) and AMPTP Return to Work Agreement), the production's medical team, etc.

Upon reasonable prior notice to Production, Hawaii Film Office staff reserves the right to visit the set during the production's filming schedule to ensure these protocols are being followed, provided HFO staff does not interrupt any ongoing filming by Production. Depending on jurisdiction, other law enforcement entities such as State Sheriffs, County Police and DLNR Enforcement Officers shall assist with enforcement.

The authorized production representative signing below, acknowledges that they have read, understood and shall reasonably follow the anti-virus protocols, as outlined above, as condition of their official film permit approval, except to the extent there is any conflict with any union/guild requirements pertaining to COVID protocols/guidelines that Production is subject to. In that case, union/guild COVID protocols/guidelines shall supersede.

Production's COVID-19 Safety Plan is attached.

Production Company Name (Please Print)

Project Name (Please Print)

Authorized Production Representative (PRINT NAME)

Title

Authorized Production Representative (SIGNATURE)

Date