



## Back2One

New Mexico's Film + Television Production Health Safety Initiative

### INTRODUCTION + OBJECTIVES

The health safety of New Mexicans and our film and television community is our highest priority and critical to our industry's success, economy, and continued prosperity. Due to the pandemic of Novel Coronavirus (COVID-19), leaders in the New Mexico film community have come together to introduce Back2One, New Mexico Film Office's film and television production health safety initiative.

Back2One is about coming together – public and private sectors, employees and cast/crew, and local industry representatives and stakeholders, to accomplish two main objectives:

1. Promote increasingly safe and healthy work practices, and workplaces for our film/TV community, specifically in regard to the spread of infectious diseases.
2. Collectively usher in a smart and safe return to production and help ensure sustained success.

### PRINCIPLES

As the film community effectively adapts a new work culture whereby standards of cleanliness are paramount, we believe some essential underlying principles will serve to deepen and sustain success. Back2One is rooted in five principles, all of which we recommend every production cultivate and integrate:

- **Communication**
- **Conscientiousness**
- **Cooperation**
- **Commitment**
- **Community**

**Communication:** Be diligent and dedicated to providing clear, transparent communication (via a variety of outlets and mediums) regarding health safety. Ensure information is easily accessible and highly visible. Proactively provide on-going, updated education.

**Conscientiousness:** Practice and promote conscientiousness. Do the right thing and be meticulous in how you do it. Fiercely protect health safety, and implement, endorse, and adhere to thoughtful, precise policies and practices that support it.

**Cooperation:** Champion an environment of compassionate cooperation. The film industry, by its very nature is a collaborative one, however actively fostering compassionate cooperation and regard for one another is a different thing.

**Commitment:** Make it known that individual commitment to the small things (i.e. wearing face coverings), makes for big, positive, collective change, and inherently translates to an act of public service.

**Community:** It is our extraordinary community and collective spirit of goodwill that makes New Mexico...New Mexico. As one of the most highly-revered film workforces in the nation, built on ideals of respect, inclusiveness and teamwork, we expect nothing less from you. Welcome to our community.



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### REQUIREMENTS + RECOMMENDATIONS

Back2One recommendations are designed to be universal and complementary to federal, state, city, county, studio, union and guild guidelines, regulations, orders, mandates and protocols. Back2One recommendations will concurrently evolve as new data and information indicate and emerge. This guidance is not meant to replace any existing applicable local, state, and federal laws, regulations, and standards. All productions are expected to stay up to date with current state and federal safety requirements and adhere to them accordingly.

**All productions must adhere to all Public Health and Executive Orders from Governor Michelle Lujan Grisham.**

**All productions must adhere to All Together New Mexico** [“COVID Safe Practices for all Employers”](#). Film/TV productions must additionally adhere to applicable COVID Safe Practices specific to industries, including, but not limited to: [“COVID Safe Practices for Office and Call Centers”](#), [“COVID Safe Practices for Construction and Field Operations”](#), and [“COVID Safe Practices for Restaurants”](#).

**All productions must adhere to one of the following joint labor agreements** (in addition to other applicable current and future COVID-19-related health and safety guidance and joint labor agreements):

- 1) **For Union signatory productions**, as of September 21, 2020, the [COVID-19 Right to Work Agreement with DGA, IATSE, SAG-AFTRA and Teamsters/Basic Crafts, otherwise known as the Return to Work Agreement](#) is effective and applicable to all Union signatory productions. All terms and conditions have been mutually agreed upon by the respective parties (SAG-AFTRA, DGA, IATSE, Teamsters).
- 2) **For all other productions**, the State of New Mexico has adopted the [Alliance of Motion Picture and Television Producers Industry-Wide Labor-Management Safety Committee Task Force “Proposed Health and Safety Guidelines for Motion Picture, Television, and Streaming Productions During the COVID-19 Pandemic”](#), otherwise referred to as the AMPTP's White Paper, and are subject to the basic guidelines contained therein. Union and Non-Union productions are required to observe these best practices to ensure their workplace is safe and free of known hazards.

Every production is unique and has diverse variables, conditions and circumstances. It is recommended every production consult with a medical professional(s) or other qualified personnel to understand risk levels and create a customized plan for utmost health safety.

### COMMON SENSE RECOMMENDATIONS

- Prioritize the health safety of cast and crew in all circumstances and decisions.
- Enforce proper usage of face coverings at all times.
- Enforce physical distancing of at least 6 feet or more.
- Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH).
  - Regular cleaning and disinfection of all workplaces.
  - Regular cleaning and disinfection of all objects, equipment, tools, props, costumes, set materials.
- Maintain logs on site that document date, time, and scope of cleaning and disinfection.



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- Provide appropriate and adequate personal protective equipment (PPE) to all cast/crew specific to their role.
- Provide plentiful hygiene and disinfection supplies as well as proper disposal methods in all workplaces and common areas.
- Enforce testing.
- Enforce daily health screenings at workplace entry points.
  - Temperature-taking, presence of shortness of breath, fever, cough, runny nose, sore throat, sneezing, contact with COVID-19 case, etc.
- Enforce frequent and proper hand-washing.
- Provide abundant, on-going information, education, resources to cast and crew about protocols, hygiene and health safety.
- Allow only essential personnel at the workplaces.
- Provide sufficient security.
- Physical contact should be avoided.
- Discourage sharing equipment, assets, supplies, objects. Disinfect after each use.
- Go virtual with meetings
- Go digital and paperless.
- Physical contact should be avoided as much as possible.
- Ensure proper ventilation of all interior spaces.
- Practices that compromise health and immune systems should be eliminated.
- Communicate clear sick leave policies and emergency plans for when people are, or become symptomatic, or have been in contact with a case of COVID-19, or who have tested positive for COVID-19. Ensure people are treated fairly and respectfully.

### GENERAL WORKPLACE OPERATIONS + OPTIMIZATION

- All productions must adhere to current building occupancy limits as per the Governor's Public Health and Executive Orders. As of 10.21.2020, film/TV productions must adhere to 25% building occupancy limits.
- Designate COVID-19 personnel dedicated to establishing and enforcing safety protocols and ensuring compliance.
- Increase security and record-keeping at entry/exit points with highly-detailed, digital registries/logs (can be used as support of contract tracing).
- Maintain list of all cast and crew participating in filming each day, for each location (can be used as support of contact tracing).
- Encourage cast/crew to remain on location during the workday, including breaks.
- Provide heightened focus to high-risk cast/crew and provide necessary workplace optimization and accommodations.
- Restrict all workplaces to essential personnel only, maintain a "closed set".
- Stagger call times, breaktimes, lunch times and work schedules as much as possible.
- Have as many people work remotely as possible.
- Encourage flexible hours.
- Maintain routine call outs/alerts to wash hands, disinfect equipment, objects and workspaces.
- Provide adequate, maintained hand-washing stations equipped with hot water, at entry and exit points, and in all workplaces.
- Provide adequate touchless hand sanitizer dispensers when hand-washing stations are impractical.
- Provide portable hand sanitizer when hand-washing stations or hand sanitizer dispensers are impractical.



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- Administer routine symptom checks and health screenings (in addition to the beginning of each shift or at entrance to workplace)
- Utilize visual indicators and barriers (i.e., markers, dividers, barricades, sneeze guards) to maintain physical distancing and to protect assets/food/props/etc. from unnecessary contact and exposure.
- Provide adequate remote viewing options to allow physical distancing.
- Provide adequate shelter to allow physical distancing during inclement weather.
- Eliminate cross-departmental physical interaction as much as possible.
- Designate an area where people can safely and temporarily remove PPE.
- Ensure proper waste management and disposal of PPE, in addition to other contaminated supplies.
- Enforce physical distancing, use of face coverings, exceptional hygiene and proper, routine disinfection in all modes of transportation.
- Enforce physical distancing, use of face coverings, exceptional hygiene and proper, routine disinfection in the preparation, serving, distribution and disposal of all food and beverages. As a baseline, please refer to:
  - New Mexico Department of Health COVID-Safe Practices for Restaurants:  
<https://cv.nmhealth.org/covid-safe-practices/restaurants/>
- Communicate clear sick leave policies and emergency plans for when people are, or become symptomatic, or have been in contact with a case of COVID-19, or who have tested positive for COVID-19. Ensure such people are treated fairly and respectfully.
- **For additional general and all departmental-specific guidelines**, please refer to either the [COVID-19 Return to Work Agreement with DGA, IATSE, SAG-AFTRA and Teamsters/Basic Crafts](#) (for Union signatory productions) or the [AMPTP's White Paper](#) (for all other Union and Non-Union productions) in addition to other current and future COVID-19-related health and safety guidance and joint labor agreements.

## LIMITS ON LOCATIONS

- Locations may not interfere with COVID-19 response, including hospitals, clinics, testing centers, etc..
- Locations may not interfere with restaurant delivery, curbside pickup, outdoor dining.
- Outdoor spaces are governed by social distancing guidelines. For specific guidance on outdoor locations, please refer to the [Return to Work Agreement](#) or the [AMPTP White Paper](#) sections on Outdoor Locations.

## TESTING + CONTACT TRACING

- Any and all testing for cast/crew and personnel is the responsibility of the employer and it is recommended guidance regarding testing frequency is sought from a medical professional.
- **Employers are required to comply** with the [New Mexico Environment Department's COVID-19 reporting requirements pursuant to 11.5.1.16 NMAC](#), and will report daily, from the first day offices are opened to the last day of wrap, to the New Mexico Film Office the following information:
  - Reporting date, location(s) of cast/crew for reporting dates, total number of cast/crew tested, total number of positive tests.
  - While daily reporting is required, daily testing is not required.
  - Information must be reported to the following emails:
    - [morgan@nmfilm.com](mailto:morgan@nmfilm.com)
    - [carrie@nmfilm.com](mailto:carrie@nmfilm.com)



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- Furthermore, employers are required to comply with the [New Mexico Environment Department's COVID-19 reporting requirements pursuant to 11.5.1.16 NMAC](#) and report a positive COVID-19 case to the NM Environment Department within 4 hours of learning of the positive case. Report by email, phone, or fax:
  - Email: [nmenv-osh@state.nm.us](mailto:nmenv-osh@state.nm.us)
  - Phone: 505-476-8700
  - Fax: 505-476-8734
- For contact tracing, call the New Mexico Department of Health hotline: 1-855-600-3453

## RESOURCES

- New Mexico Film Office [www.nmfilm.com](http://www.nmfilm.com)
  - COVID Safe Practices: <https://nmfilm.com/covid-19-safe-practices/>
- State Public Health and Executive Orders <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>
  - Travel and social distancing restrictions: <https://cv.nmhealth.org/travel-recommendations/>
  - Reporting non-compliance or violation of the public health order: <https://www.newmexico.gov/2020/03/25/how-to-report-non-compliance-within-a-business-a-violation-of-the-mass-gatherings-ban-or-other-violations-of-the-public-order/>
- All Together New Mexico "COVID-Safe Practices for All Employers" <https://cv.nmhealth.org/covid-safe-practices/all-employers/>
  - NM COVID-Safe Practices for Offices and Call Centers <https://cv.nmhealth.org/covid-safe-practices/office-and-call-centers/>
  - NM COVID-Safe Practices for Construction and Field Operations <https://cv.nmhealth.org/covid-safe-practices/construction-and-field-operations/>
  - NM COVID-Safe Practices for Restaurants <https://cv.nmhealth.org/covid-safe-practices/restaurants/>
  - NM COVID-Safe Practices for Retail <https://cv.nmhealth.org/covid-safe-practices/retail/>
  - NM COVID-Safe Practices for Salons, Spas, Tattoo Parlors and Related Services <https://cv.nmhealth.org/covid-safe-practices/salons-spas-tattoo-parlors-relate-services/>
- New Mexico Department of Health / COVID-19 <https://cv.nmhealth.org/>
  - COVID-19 Hotline for **health** questions: 1-855-600-3453
  - Policies for the Prevention and Control of COVID-19 in New Mexico <https://cv.nmhealth.org/wp-content/uploads/2020/10/EPI-COVID19-Containment-Policies.10.16.20.pdf>
  - Special Contacts for Film + TV Productions:
    - Aja Sanzone, MD, Infectious Disease Bureau Medical Director
      - Phone: 917-582-6241
      - Email: [Aja.Sanzone@state.nm.us](mailto:Aja.Sanzone@state.nm.us)
    - Breanna Henley, Site Coordinator
      - Phone: 719-248-1207
      - Email: [Breanna.Henley@state.nm.us](mailto:Breanna.Henley@state.nm.us)
- COVID-19 Hotline for **non-health** questions: 1-833-551-0518
- General information for employers in New Mexico: <https://www.newmexico.gov/jobs-the-economy/information-for-employers/>



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- New Mexico Environment Department - Occupational Health and Safety Bureau (NM OSHA) [https://www.env.nm.gov/occupational\\_health\\_safety/](https://www.env.nm.gov/occupational_health_safety/)
- IATSE Local 480 [www.local480.com](http://www.local480.com)
- Teamsters Local 492 [www.teamsters492.org](http://www.teamsters492.org)
- SAG-Aftra New Mexico Local [www.sagaftra.org/nm](http://www.sagaftra.org/nm)
- OSHA [www.osha.gov/SLTC/covid-19](http://www.osha.gov/SLTC/covid-19)
  - OSHA New Mexico: <https://www.osha.gov/stateplans/nm>
  - New Mexico Contact for OSHB:
    - Robert Genoway, Bureau Chief
    - (505) 476-8700
    - Email: [robert.genoway@state.nm.us](mailto:robert.genoway@state.nm.us)
- Center for Disease Control [www.cdc.gov/coronavirus/2019-nCoV/index.html](http://www.cdc.gov/coronavirus/2019-nCoV/index.html)
- Environmental Protection Agency <https://www.epa.gov/coronavirus>
- World Health Organization <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>