

## **PART 4: ENTERING & EXITING THE TRUCK**

*This section deals with protocols for entering and exiting a truck, sanitization recommendations, signage, cleaning workstations, and more.*

### **4.1 What are some general guidelines for how to enter a production truck safely in the age of COVID-19?**

The most important thing is to make sure you are allowed to enter the production truck/production trailer. Many productions are creating “bubbles” that are comprised of working groups with their own dedicated facilities. If you are not sure you can enter, please assume you cannot and contact production management to find out if you can enter.

If you are allowed to enter the unit, you are required to:

- Make sure that your mask is on.
- Once inside the truck, please clean your hands with sanitizer upon entering.
- Please note that if you are wearing gloves, those need to be cleaned as well, as an unclean glove can carry the virus.

### **4.2 How is signage handled at the entrance of the truck? How can signage be as specific as possible?**

Signage should be placed at both the bottom of the stairs and also the door into the mobile unit. Signage should include reminders on safety policies, working groups that are allowed in that area, reminders about face covering and hand sanitizing, etc.

### **4.3 Are there antimicrobial substances that can be used on handles?**

The EPA has a list of recommended cleaning substances. To see the approved list, please [CLICK HERE](#). One note: in general, spraying and quickly wiping does not kill the germs and virus but simply moves them from one point to another. Proper spray cleaning involves spraying, letting it sit for a number of minutes, and then wiping.

### **4.4 If a production unit only has one door, what is the recommendation for entering and exiting?**

If the trailer or unit only has one door, it is recommended that:

- Those who are outside of the unit remain respectful in terms of distance from the stairwell so that those inside can easily exit.
- Those who are inside of the unit, if possible, should be more than six feet away from the door so that someone entering the truck can enter without breaking social distancing rules (depending on the floorplan).
- When exiting the unit, please sanitize hands prior to touching handles or bars. Ideally, avoid touching handles or bars (use shoulder, elbow, etc.).

### **4.5 Should you only have one door for entry and another door for exit so people don't need to pass on stairs? Or should specific groups enter/exit out of a specific door?**

The group determined that it was more beneficial to segregate the truck by function group/work areas (i.e. “control room”) and have groups use a designated set of stairs rather than need to sidle by others to get to an exit staircase. Also, stair placement can be impacted by compound layout, so it's

not always feasible to have two sets of stairs properly located for egress and entrance.

**4.6 Do crew members need to clean their shoes prior to entering the truck?**

The recommendation of the group is no, that would be minimally effective. But if there are shoe cleaning pads/materials provided, they are there for a reason and it is recommended that — out of respect — cleaning should take place.

**4.7 If shared headsets have a UVC clean box or electrostatic hand sanitizer (Zogics), should it be located inside of the truck, near the entrance?**

Given that there will be fewer people in the truck, it is recommended that an area close to the entry to the truck or tent be set aside for a UVC clean box as well as other cleaning supplies. Small UVC cabinets take only a couple of minutes to sanitize a headset, radio, or other unit, so please simply follow the instructions of the UVC unit.

**4.8 Is there a need for someone to be stationed near the entrance to make sure no one goes in who should not (and also make sure each person has a mask, gloves, etc.)? Who provides this person, and is this person a professional or PA?**

While it is not recommended that someone is dedicated to each unit/trailer, there should be someone within viewing distance of the unit to monitor traffic and also deal with any issues. It is recommended that this person be a management representative (i.e. production or technical manager, when possible). It is up to each individual crew member to be vigilant and respectful of where they should and should not go.

**4.9 Do there need to be different rules for office trailers vs. production trucks?**

The same entry/exit rules should apply to all facilities, if possible (i.e. some smaller production units may only have one door). Each facility has its own unique dynamics, but basic principles must apply across all trailers.

**4.10 What are considered necessary work materials that are allowed to be brought inside the truck and can fit within your own personal workstation area?**

It is recommended that individuals be allowed to bring in their own personal briefcase or small backpack with their work tools enclosed (i.e. computer, timer, etc.). All personal cases must fit comfortably under the individual workstation.

**4.11 What are best practices for exiting the truck after the workday and/or during strike?**

Upon strike, all crew are responsible for wiping down/disinfecting their own workstation, removing all external materials from their area, and returning equipment upon exiting the truck for the night. If there is a personal item you would like to leave in the truck overnight, you must clear it with the EIC/truck manager first