



## Photography at UBC COVID-19 Protocols

The following protocols are in place to prevent the transmission of COVID-19 when filming at UBC.

The Film & Events Office is responsible for developing and updating this document to meet current mandated requirements as advised by [UBC](#), [BC Provincial Health Office](#), and [WorkSafe BC](#), and are subject to change, including but not limited to:

- Productions to provide their safety plan for review by UBC before consideration for photography can be provided
- Production to provide the name and contact information of the COVID-19 health/safety officer, or the appropriate person who is managing compliance of the health orders. If a designated safety officer has not been identified, the responsibility of ensuring COVID-19 safety compliance will fall to the initial contact, unless otherwise advised
- Anyone ill is not permitted to be on campus
- Anyone who has travelled must self-quarantine for 14 days prior to arriving on campus
- Anyone who has come in contact with someone who has been diagnosed with COVID-19, must self-quarantine for 14 days prior to arriving on campus
- Physical distancing of 2 meters to be maintained, as advised by the Provincial Health Officer
- Number of total crew and talent should be less than 10 people
- A dedicated UBC film liaison will be required the entire duration of the photo session. Cost of the liaison to be billed to production.
- Advance notice must be provided for location scouts to visit the campus for scouting locations. Access into buildings that remain closed may not be permitted.
- All photography details and requirements (eg, cleaning services, security requirements, etc.) to be provided a minimum 12 business days in advance of the photo shoot day Last minute requests will **not be** considered
- Access to interior locations may be restricted due to faculty and staff that may be working, and classes that may be occurring inside the building. Any approval of use of washrooms inside a building open for programming will require a UBC Security patrol person to attend. Cost of the patrol person to be billed to production.
- Scouts of interior locations to be kept to a minimum and may only occur once a building has reopened

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- Masks and gloves to be worn for interior photography in buildings open for programming,
- Only one photography session or film production will be permitted on campus at a time, in any given area
- UBC to conduct cleaning prior to and immediately following photography if using any indoor locations. The additional cleaning will be billed to production. It is understood and approved that production may also need to conduct cleaning as per contract and insurance
- Use of atmospheric smoke will only be considered if the following documentation is provided, and approved by UBC:
  - Current MSDS sheets for all products being used
  - Safe work procedures which includes the controls that will be used to mitigate any hazard risks
  - Exposure control plans, if needed for the work being performed
- In some interior locations, 3-5 days may be required for the location to remain vacant before another photo/film activity will be approved to utilize the same space.
- Classroom/lecture theatres will not be considered for photography/film activity through to April 2021 but may be extended.
- UBC Robson Square will not be available for photography or film activity until further notice

The above requirements are in addition to the standard film requirements of:

- Complete storyboard to be provided to and approved by UBC for filming a minimum of 15 business days prior to photo session
- Refundable damage deposit of \$5,000 /shoot day. The damage deposit to be provided by wire/electronic funds transfer as the office remains closed
- Copy of provincial electrical permits for bringing and using generators on campus
- Minimum \$5million Certificate of Insurance (COI), with UBC named as additional insured - COI to be made out to “The University of British Columbia”

*May 5, 2021*