



# CRAFT SERVICE

## GUIDELINES

The following are guidelines to assist in providing the setup for food, beverage, and meal to cast and crew during the pandemic. All public health regulations regarding preparing and distributing food must be followed, including the regulations regarding the use of appropriate personal protective equipment (e.g. face coverings, gloves).

### SET - UP

- Set up a pop-up tent in an area that allows adequate space for social distancing.
- Be sure that the pop-up tent is weighted down to prevent it from moving or blowing away in gusts of wind.
- Install plexiglass or clear vinyl screen barrier between servers and cast and crew where orders are placed.
- If needed, vinyl screens can be ordered through the WB Grip Dept., email Mike Dunivant at [michael.dunivant@warnerbros.com](mailto:michael.dunivant@warnerbros.com) or call 818-954-1387.
- Establish one-way traffic flows with separate entry and exit points for dining and craft services areas.
- Place markers every 6 feet (2 meters) either by using tape on the ground or cones to encourage social distancing while waiting in line.
- Create a designated pick-up area where the Crafts Service person can leave a requested item for cast and crew to retrieve without person to person contact.
- A hand washing or hand sanitizing station should be placed at the entry or exit where food is served and in dining areas.
- Adequate eating space should be provided in the dining area to ensure that social distancing can be maintained during mealtimes as face coverings cannot be worn while eating.
- Cast and crew should maintain 6 feet (2 meters) of distance from another person while eating even if it means sitting alone at a table.
- Dining areas should be set up outdoors to increase ventilation and provide sufficient shade and cooling areas.
- Place several trash bins near crafts service and dining areas to prevent congestion after meal periods.

### HYGIENE, PPE, CLEANING & DISINFECTING

- Hands should be washed with soap and water for a minimum of 20 seconds before to distributing/preparing food, after using the restroom, after using a tissue to blow your nose, before and after eating, after cleaning and sanitizing.
- Hand sanitizers containing a minimum of 60% alcohol can be used when soap and water are not available but should not be used as a substitute for handwashing.
- Craft Services crew should wash or sanitize their hands frequently.
- Craft Services crew must wear a face covering at all times and should maintain social distancing of 6 feet (2 meters) to the extent possible.
- Craft Services crew should establish a cleaning and disinfecting schedule for high-touch surfaces and eating area.
- Cleaning and disinfecting chemical products that are utilized should be on the EPA Registered List N.
- (Refer to <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>)
- Cast and crew should eat at their designated dining area to allow crafts service to focus on cleaning and disinfecting areas where people eat/interact without face coverings.
- All tables and chairs in the dining areas should be cleaned and disinfected after every use.
- Catering trailers/vehicles should be serviced, cleaned, and disinfected between work shifts.



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## GUIDELINES

CONTINUED

### FOOD , BEVERAGE , CONDIMENTS & UTENSILS

- Eliminate “buffet style” food service, including salad bars, trays of food or any food service that requires sharing of utensils such as serving spoons or tongs. There should be no option for communal serving.
- Meals/snacks should be served in individually packaged or wrapped portions. Avoid communal trays or bowls.
- Only single-serve items such as condiments, salt, pepper, sugar, pre-packaged foods, and beverages are allowed.
- Eating utensils should be individually wrapped and disposable.
- Drinks and beverages should be individually packaged or dispensed from a no-touch dispenser.
- Self-service stations for food, beverages, utensils, and condiments are prohibited.
- Food, beverage, and coffee should be served by the crafts service crew.

### MEALS

- Mealtimes should be staggered to avoid large groups and allow for social distancing while eating.
- Consider options for cast and crew to place orders ahead of time to minimize waiting in line.
- Pre-packaged meals should be provided when possible.
- Food for a 2<sup>nd</sup> meal should be ordered from a certified food facility and meals should be individually packaged.
- Designate one or more individuals to receive food delivery.
- Face coverings should be worn when interacting with the delivery person.
- Hands should be washed before and after handling the delivery.
- There should be a designated food pickup area for cast and crew.
- Crafts service crew should be monitoring social distancing while cast and crew are picking up food.
- Meals can also be ordered through our on-site WB Production Catering at 818-954-1267.

### REFERENCES

FDA Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic  
<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-updelivery-services-during-covid-19#:~:text=Wash%2C%20rinse%2C%20and%20sanitize%20food,and%20grocery%20cart%20handles%2C%20etc.>

IATSE Local 80 Crafts Service Protocols  
<http://www.iatselocal80.org/images/shared/Back%20to%20Work/CS%20Protocols%207-28.pdf>

County of Los Angeles Department of Public Health - Reopening Protocol for Music, Television and Film Production: Appendix J  
[http://www.publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening\\_MusicTelevisionFilmProduction.pdf](http://www.publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_MusicTelevisionFilmProduction.pdf)