

## **Video/Photography Protocols for Onsite Campus Projects**

*In accordance with the best practices of the County of San Diego and the State of California, these video/photography guidelines have been developed for University of San Diego employees whose work requires them to conduct in-person videography or photography sessions on campus or elsewhere.*

### **PERSONAL PROTECTIVE EQUIPMENT**

It is strongly recommended that onsite videography staff have access to hand sanitizer and/or disinfectant wipes and wear:

- a face covering (required);
- a face shield (optional); and
- gloves (optional)

Onsite participants who are being videotaped or assisting with the video project in some way must wear a face covering. When removing a face covering is required for the videotaping portion of the project, participants must maintain six-foot physical distancing from others.

### **COVID-19 KIT**

All video production staff will have a COVID-19 kit for video shooting assignments that includes face coverings, face shields, gloves and hand sanitizer for their use and if necessary, for those participating in the video shoot.

### **LOCATIONS FOR VIDEO-TAPING SESSIONS**

While interior spaces are permitted for video-shooting projects, the safest place to conduct an on-campus video shooting session is an outdoor space that allows for the minimum 6-foot physical distancing requirement.

### **EQUIPMENT**

For outdoor video shooting locations, it may be necessary to use diffuser screens, longer lenses, teleprompters with larger text capabilities and wireless microphones. All shared equipment such as microphones and teleprompters should be disinfected after each use.

### **CLIENT CONSIDERATIONS**

- In consideration of others, those shooting video and those who are the subjects of the video shoot should call to cancel their video shooting appointment and not show up to the video shooting site if they feel ill or show symptoms of illness. Scheduling of on-campus sessions should be managed by the video production team to best plan timing and space considerations, with health and safety as top priorities.
- If participants have support staff attending the video shoot, this must be disclosed prior to the session so that we manage the size of the congregation and ensure that proper physical distancing can be maintained.
- In order to maintain proper physical distancing protocols, clients should expect to be responsible for their own hair and makeup.

### **COMMUNICATION WITH THE PARTICIPANT(S)**

An email should be sent by staff to the participant(s) ahead of time, providing best-practice health and safety protocols for on-campus video sessions, verifying that participants are willing to be videotaped on campus, provide video shoot logistics/location details, and contact information for those on campus. Those participants who are the age of 65 or older or have underlying health conditions should be made aware of elevated health risks according to the CDC. In some cases, it may make sense to delegate the video shooting assignment to others or provide a self-made video message from a remote location. Guidelines for shooting a video message without a video production crew can be found [here](#).

### **WRISTBANDS**

All participants must be health screened and have their temperature checked at a campus screening location and must show their wristbands before entering the video-shooting project location (whether inside a building or at an outside location). Participants without a wristband will be asked to go to a health screening location before the project can begin.

### **BEST PRACTICES**

People who are on campus should make every effort to be COVID-19 tested regularly. If someone feels ill during filming, production will immediately cease. If a client or staff member has symptoms of serious illness such as trouble breathing, pressure or pain in the chest, bluish lips or they appear confused, those present should call 911 and USD Public Safety.

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