

THE CITY OF NEW YORK
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

FREQUENTLY ASKED QUESTIONS

**Production Activity on Public Property in New York City During the
COVID-19 New York State Emergency**

Note: This FAQ is current as of July 20, 2020. This is a rapidly changing situation and the Mayor's Office of Media and Entertainment (MOME) will be updating this FAQ to reflect the latest information available.

Please check MOME's website (www.nyc.gov/mome) and nyc.gov/health/coronavirus frequently for updates. Where there is a discrepancy between this FAQ and more current guidance, the more current guidance applies.



Q1 When does Phase Four begin?

A1 Phase Four begins on July 20, 2020.

Q2 Is there any general COVID-19 guidance for businesses opening in New York City?

A2 Yes. Please see, the NYC Department of Health’s Reopening New York City: Frequently Asked Questions online at <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/covid-19-reopening-nyc-faq.pdf>.

Q3 What is the maximum number of cast and crew allowed by MOME on exterior locations on public property covered by Film Permits?

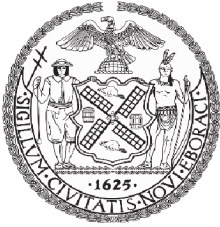
- A3
- For production activity occurring before July 27, 2020, MOME may issue Film Permits for up to 25 cast and crew on exterior locations on public property.
 - For production activity occurring July 27, 2020 or later, MOME may issue Film Permits for up to 50 cast and crew on exterior locations on public property.

Per the [New York State Department of Health Interim Guidance for Media Production During the COVID-19 Public Health Emergency \(“NYS Production Guidance”\)](#), only essential individuals are allowed at locations; productions are encouraged to minimize the use of extras and other cast and crew. The production may not prohibit the public from using streets, sidewalks, or other public property.

Q4 If my production activity does not require a Film Permit, how many cast and crew are allowed?

A4 For production activity that does not require a Film Permit, the maximum number of cast and crew is governed by Governor Cuomo’s Executive Orders and the New York State Department of Health Interim Guidance During the COVID-19 Public Health Emergency applicable to the activity. The following summarizes some of the state limitations applicable to production activity:

- For production activity in indoor [media production](#) facilities or locations, up to 50% of the area’s maximum capacity on the certificate of occupancy or the maximum capacity of the space if there is no certificate of occupancy (unless the space is designed for one person). Employees, cast, and crew are limited to essential individuals.
- For [live studio audiences](#), up to 25% of the audience capacity or 100 individuals, whichever is lower. Audience members must maintain social distance of 6 feet in all directions. Audiences must be paid cast, crew, and other employees.
- For production activity in [offices](#), up to 50% of the office’s maximum capacity on the certificate of occupancy.



THE CITY OF NEW YORK
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

- For [construction activity](#) (e.g., building sets), no more than 1 worker per 250 square feet is allowed on site, excluding supervisors, or a distance of at least 6 feet must be maintained among workers at all times, unless the core activity requires a shorter distance and workers are masked. [The NYC Department of Health strongly recommends masks for all indoor activity in a shared space even if 6 feet of distance can be maintained.](#)

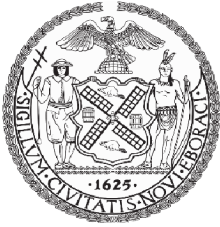
Q5 What kind of filming activity does not require a Film Permit?

A5 [OFTB issues permits for some activity on public property.](#) Productions using a hand-held camera, camera on tripod, hand-held props and/or hand-held equipment, not asserting exclusive use of City of New York ("City") public property, not using prop weapons, prop vehicles, stunts, actors in police uniform and not requesting parking privileges for production vehicles do not need a permit. Standing on a City sidewalk, walkway of a City bridge or within a City park while using a hand-held camera and not otherwise asserting exclusive use of City property is not an activity that requires a Film Permit.

Q6 What are MOME's special rules for Film Permits during the COVID-19 emergency?

A6 The rules are in MOME Commissioner's Directives, which are on-line here:

- <https://www1.nyc.gov/site/mome/permits/permits.page>.
- **Cast and crew:** No more than 50 cast and crew, beginning July 27, 2020, at exterior locations on public property. (Up to 25 cast and crew allowed before July 27, 2020.)
 - **Affirmation:** Film Permit applicants must submit the [New York Forward Safety Affirmation](#) before they submit a permit application.
 - **Safety Plan:** Film Permittees must conspicuously post their [COVID-19 Reopening Safety Plan](#) on the location and make it available to authorities, including NYPD and MOME Field Representatives. If it is not practicable to conspicuously post the Plan on location, the Film Permittee must provide the Plan to all cast and crew by email or in hard copy in advance of the permit date and make a hard copy of the Plan available to authorities on demand at the location.
 - **Street Closures:** No street closures or intermittent vehicular traffic control.
 - **Dangerous Activity:** No pyrotechnics or potentially dangerous activity (e.g., stunts, use of police uniforms, real or simulated firearms).
 - **Limits on Locations (not applicable to news media):** No locations (1) that may interfere with COVID-19 response, such as hospitals, mobile COVID-19 testing centers, and makeshift morgues; within 21 feet of an establishment participating in the [NYC Open Restaurants program](#) without written consent of the establishment; that may infringe upon or conflict with the flow of traffic in



THE CITY OF NEW YORK
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

the surrounding area or the use of any part of a street that is in the Open Streets program, as indicated on the [Department of Transportation's website](#).

- **Equipment (at exterior locations on public property):**
 - July 27 to October 31, 2020: The maximum equipment allowed is up to (1) two cameras (handheld or affixed to a tripod) and (2) three stands to be used for any combination of lights/silks/reflectors. In addition, sound equipment and other equipment that is handheld (besides cameras) for the duration of the Film Permit may also be used.
 - After October 31, 2020: An approved equipment list will be published on [MOME's website](#).
- **Vehicles:**
 - July 27 to October 31, 2020: Up to five of the following vehicles in any combination allowed: passenger vans holding no more than 15 people, cube-style trucks, cargo vans, and a two- or three-toilet trailer connected to the delivery vehicle.
 - After October 31, 2020: To be listed on [MOME's website](#).
- **Parking:**
 - July 27 to October 31, 2020: No reserved parking, except that reserved parking may be allowed on a roadway adjacent to a film production facility.
 - After October 31, 2020: Film Permits may provide for up to two blocks of reserved parking on one side of each approved block. This limit does not apply to a roadway adjacent to a film production facility.

Q7 Will Film Permits restrict production vehicle parking?

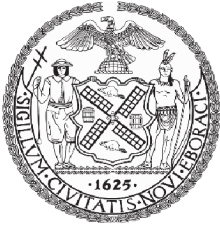
A7 Yes, the following restrictions apply:

- July 27 to October 31, 2020: No reserved parking, except that reserved parking may be allowed on a roadway adjacent to a film production facility.
- After October 31, 2020: Film Permits may provide for up to two blocks of reserved parking on one side of each approved block. This limit does not apply to a roadway adjacent to a film production facility.
- Review [NYC Health Department guidance on vehicle use](#).

Q8 What are the restrictions on vehicles?

A8

- July 27 to October 31, 2020: Up to five of the following vehicles in any combination allowed: passenger vans holding no more than 15 people, cube-style trucks, cargo vans, and a two- or three-toilet trailer connected to the delivery vehicle.



THE CITY OF NEW YORK
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

- After October 31, 2020: To be listed on [MOME's website](#).

Q9 May crew members park personal vehicles on public property at the Film Permit location to avoid public transportation?

A9 No.

Q10 What are the restrictions on production equipment?

- A10
- July 27 to October 31, 2020: The maximum equipment allowed at exterior locations on public property is up to (1) two cameras (handheld or affixed to a tripod) and (2) three stands to be used for any combination of lights/silks/reflectors. In addition, sound equipment and other equipment that is handheld (besides cameras) for the duration of the Film Permit may also be used.
 - After October 31, 2020: An approved equipment list will be published on [MOME's website](#).

Q11 Will Film Permits restrict filming in certain public locations?

A11 OFTB will not issue Film Permits for locations that:

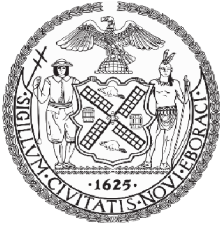
- may interfere with COVID-19 response, such as hospitals, mobile COVID-19 testing centers, and makeshift morgues;
- are within 21 feet of an establishment participating in the [NYC Open Restaurants program](#) without written consent of the establishment; and
- may infringe upon or conflict with the flow of traffic in the surrounding area or the use of any part of a street that is in the Open Streets program, as indicated on the [Department of Transportation's website](#).

These limitations do not apply to news media.

Q12 When I am filming at exteriors on public property in New York City, what constitutes compliance with the requirement that I "ensure that locations can be secured completely from the general public" on page 4 of the [New York State Department of Health Interim Guidance for Media Production During the COVID-19 Public Health Emergency](#)?

A12 In the context of filming at exteriors on public property in New York City, the Empire State Development Corporation has advised that the location that must be secured completely is the area where performers are not wearing face coverings, surrounded by six feet of space in all directions, during the time that the cameras are rolling and performers are not wearing face coverings.

- Note: The [New York State Department of Health Interim Guidance for Media Production During the COVID-19 Public Health Emergency](#) provides that performers may temporarily remove their face covering during



THE CITY OF NEW YORK
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

performances and rehearsals, but they must don face coverings as soon as practicable following such activities.

Q13 Are there special requirements for filming in parks?

A13 Yes. The NYC Department of Parks and Recreation requires at least 10 days for review of applications for filming activities in parks that require a Film Permit. Permission is subject to restrictions due to COVID-19.

Q14 Can I get a permit to film inside of a City-government owned building or a NYC Housing Authority (NYCHA) location?

A14 The Department of Citywide Administrative Services (DCAS) is not allowing filming inside of City-government owned buildings. NYCHA is permitting production on its properties.

Q15 Can my production stage a car crash with an explosion followed by a police chase scene on public property?

A15 No. Potentially dangerous activity is not allowed. This means no stunts, prop weapons, actors in police uniform, pyrotechnics that require an FDNY Explosives Unit permit or other dangerous activity that would require an NYPD presence.

Q16 Will my production be able to serve a catered meal on public property?

A16 No outdoor buffet-style catering or craft services is allowed on public property. OFTB encourages productions to order packaged meals from local restaurants and caterers affected by the pandemic.

Q17 Which NYS safety guidance applies to filming?

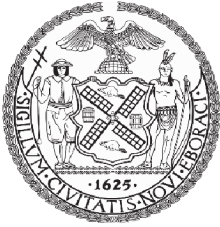
A17 The [New York State Department of Health Interim Guidance for Media Production During the COVID-19 Public Health Emergency](#) applies to all activities undertaken in motion picture, music, television, and streaming productions on set, on location, or at any production or recording site.

Q18 Which NYS safety guidance applies to scouting activity?

A18 The [New York State Department of Health Interim Guidance for Real Estate Services during the COVID-19 Public Health Emergency](#) applies to scouting.

Q19 Which NYS safety guidance applies to film/TV production construction activity, such as set construction?

A19 The [New York State Department of Health Interim Guidance for Construction Activities during the COVID-19 Public Health Emergency](#) applies to film/TV



THE CITY OF NEW YORK
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

production construction activity. Also, please review the NYC Department of Buildings FAQ, here: https://www1.nyc.gov/assets/buildings/pdf/phase1_faqs.pdf.

Q20 Which NYS safety guidance applies to pre- and post-production work performed in an office?

A20 The [New York State Department of Health Interim Guidance for Office-Based Activities during the COVID-19 Public Health Emergency](#) applies to pre- and post-production work performed in an office. Also, please refer to the NYC Health Department guidance for [offices](#).

Q21 Which NYS safety guidance applies to hair and makeup for production?

A21 The [New York State Interim Guidance for Hair Salons and Barbershops during the COVID-19 Public Health Emergency](#) applies to hair and the [New York State Department of Health Interim Guidance for Personal Care Services during the COVID-19 Public Health Emergency](#) applies to makeup. Also, please refer to the NYC Health Department guidance for [hair salons and barbershops](#) and [personal care services](#).

Q22 Where can I find more information about creating a [COVID-19 Reopening Safety Plan](#)?

A22 On the State's website:
<https://on.ny.gov/2TPv9cr?fbclid=IwAR3hi7jOri95RFF14cvbKoZY0iMPEcnn3-SlzEhq8-83wXle-BBwF9c44>.

Q23 Am I required to have a safety monitor on site?

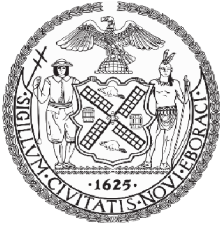
A23 Yes. The production must designate a site safety monitor whose responsibilities include continuous compliance with all aspects of the production's COVID-19 Reopening Safety Plan.

Q24 Where can I find additional health and safety guidance about reopening my business?

A24 The NYC Department of Health and Mental Hygiene has general guidance available here: <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/covid-19-reopening-nyc-faq.pdf>.

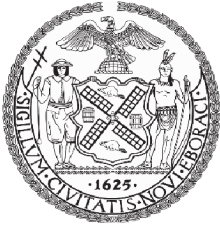
Q25 Where can I find samples of safety signage to be posted at my location?

A25 Samples of signage provided by the NYC Department of Health & Mental Hygiene can be found at <https://www1.nyc.gov/site/doh/covid/covid-19-posters-and-flyers.page>.



THE CITY OF NEW YORK
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

- Q26** **When filming on location, can I perform health screenings on public property?**
A26 Please perform health screenings prior to arriving at the filming location.
- Q27** **As part of the COVID-19 Safety Plan, what should my screening log include?**
A27 Screening logs must include a list of each cast (including extras), crew member, and visitor that visits the worksite, their contact information, and a record that they have responded to a health screening, and their answers have been reviewed. Keeping records of health data (e.g., temperature, symptoms) is prohibited.
- Q28** **Are productions required to train individuals in COVID-19 safety requirements?**
A28 Productions must ensure that all cast and crew receive training on COVID-19 safety, hygiene, and disinfection protocols.
- Q29** **Are productions required to provide cast and crew members with face coverings?**
A29 Yes, productions must provide cast and crew with face coverings. This requirement applies even if the cast or crew member is a freelance worker.
- Q30** **Are face coverings required when filming on public property?**
A30 Yes, with exceptions. The [State Guidance](#) provides that the productions must “ensure that all employees, cast, and crew wear acceptable face coverings at all times within the media production facility or location provided the individual is over the age of two and medically able to tolerate such a face covering.”
- The [State Guidance](#) provides that performers may temporarily remove their face covering during performances and rehearsals, but they must don face coverings as soon as practicable following such activities.
- Q31** **Is physical distancing required?**
A31 Productions must ensure that a distance of at least six feet is maintained between all cast and crew in all locations on location or in a media production facility, provided that certain functions during media production may require coming within six feet of other individuals. Productions must determine when it is not possible to maintain physical distancing and implement a protocol for mitigation of risk for affected individuals.
- Q32** **Are face coverings required for cast members who are acting and must be within six feet of each other for the scene?**
A32 Cast members may temporarily remove face coverings “during performances or rehearsals, or when it interferes with a core activity such as hair, makeup, or wardrobe” but they must don face coverings as soon as practicable after the activity



THE CITY OF NEW YORK
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

see page 3 of [the New York State Department of Health Interim Guidance for Media Production during the COVID-19 Public Health Emergency.](#)

Where possible, the production should limit scenes with prolonged close or proximate contact between individuals (e.g., fighting, dancing) or scenes requiring large crowds.

Q33 What are the requirements for individuals in close proximity to unmasked cast members?

A33 When cast members are unmasked, an individual in close proximity must wear a face covering and eye protection, such as a face shield and goggles.

Q34 When filming on location, may I create a zone where the public cannot enter for the duration of the Film Permit?

A34 No. You cannot prevent the public from entering public spaces for the entire length of the Film Permit.

Q35 When filming in a public location, are hand washing facilities required or are hand sanitizing stations enough?

A35 Hand washing facilities should be used where available and practical. If not, hand sanitizing stations can be used. In addition, the production should follow the requirements and recommendations in [New York State Department of Health Interim Guidance for Media Production During the COVID-19 Public Health Emergency \("NYS Production Guidance"\)](#) for minimizing contact with shared equipment and materials (e.g., digitizing paper documents like scripts and providing individual devices for communication).

Q36 Are all production tools and equipment required to be disinfected or only shared tools and equipment?

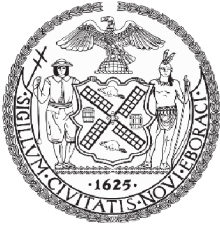
A36 All production tools and equipment must be regularly disinfected using New York State [registered disinfectants](#), including at least as often as crew change workstations or move to a new set of tools or equipment.

Q37 My production would like to disinfect the street and sidewalk where we are filming. May I do that?

A37 No.

Q38 To whom should cast and crew direct concerns about COVID-19 safety violations on set?

A38 A worker may contact one or more of the following local, state, and federal agencies.



THE CITY OF NEW YORK
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

- Call the NYC Worker Protection Hotline at 311 or 1-212-436-0381.
- Workers may file complaints with the New York State Department of Labor here: <https://forms.ny.gov/s3/Department-of-Labor-COVID-19-Complaint-Form>
- Workers may file complaints about safety violations with OSHA: https://www.osha.gov/workers/file_complaint.html

Q39 Who must get tested for COVID-19?

A39 The production must ensure that employees, cast and crew members, whose job functions or roles involve close or proximate contact with cast members, have been tested for COVID-19 through a diagnostic test, prior to their participation in media production activities, and at least once per week thereafter, when on site or location.

Q40 Can other cast and crew members get tested for COVID-19 even if their functions or roles do not involve close or proximate contact with cast members?

A40 Although it is not required, all New Yorkers should get tested now, whether or not you have symptoms or are at increased risk. Testing is free, easy, and quick.

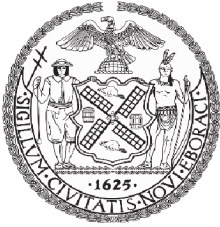
Q41 Where do I go to get information about COVID-19 Testing?

A41 There are hundreds of sites across New York City, with more added every week. Find information for how to access this service and locate a testing site near you by calling 311 or going online to <https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page>. Testing is provided at no cost and regardless of immigration status.

Q42 Should employers notify public health officials if an employee tests positive for COVID-19?

A42 Yes. State guidance requires employers to notify public health officials if they learn of an employee who is a confirmed or suspected case. If employers wish to report directly to public health authorities, they can email the New York City Test and Trace Corps at CovidEmployerReport@nychhc.org. Please note that the NYC Test and Trace program will only follow up on confirmed cases and will not reply to reports received through this email. New York City is performing contact tracing based on confirmed cases reported through a robust electronic laboratory reporting system.

Q43 Are OFTB Field Representatives and NYPD Officers subject to screening at filming locations on public property in the manner required in the guidance for employees and visitors?



THE CITY OF NEW YORK
MAYOR'S OFFICE OF MEDIA & ENTERTAINMENT

A43 As city employees performing essential regulatory duties, all OFTB Field Representatives and NYPD Officers are required to wear face coverings when visiting sites. OFTB Field Representatives and NYPD Officers self-monitor for any COVID-19 symptoms. As such, OFTB Field Representatives and NYPD Officers are not subject to screening and must be permitted access to a filming location. Failure to provide access will result in the suspension of a Film Permit.

Q44 Where can I find more information about the travel quarantine?

A44 Pursuant to NYS Executive Order No. 205, individuals are required to quarantine for 14 days after traveling for 24 hours or longer within designated states that have significant rates of transmission of COVID-19. More information is available on the NYS website, here: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>. The states covered by the travel quarantine change frequently so please check for updates regularly.

Q45 Do I have to report that I traveled to New York from one of the designated states subject to quarantine?

A45 Yes, to avoid a fine, you must report your arrival to New York State on the Traveler Health Form: <https://forms.ny.gov/s3/Welcome-to-New-York-State-Traveler-Health-Form>. You do not need to provide this information to OFTB.

Q46 Do I need to submit any documentation or notification before reopening? Do I need to notify OFTB?

A46 Before reopening you need to create a [COVID-19 Reopening Safety Plan](#) and submit an [affirmation to the State](#). You do not need permission from OFTB to resume filming, rigging, or scouting unless your work requires a Film Permit.

Q47 Will inspectors be visiting locations to confirm compliance with City and State requirements?

A47 Yes. New York City will be educating businesses about how to comply with reopening requirements. Inspectors may visit businesses to promote compliance.

Q48 If I have questions about this FAQ, who may I contact for help?

A48 Please call the Film Office at (212) 489-6710.