

AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: COVID-19 On-Set Health Safety Manager
DEPARTMENT: Campus Resources
LOCATION: Los Angeles, CA (Campus and Soundstage in North Hollywood)

PRINCIPAL RESPONSIBILITIES:

In conjunction with the AFI Covid-19 Compliance Officer and Conservatory Production Head, the COVID-19 On-Set Health Safety Manager will be responsible for ensuring that all Institute COVID-19 policies and practices are implemented and adhered to on-set.

PRINCIPAL DUTIES:

- Monitor and enforce all AFI, federal, state and local regulations, guidelines, protocols and policies/procedures relating to the safeguarding of cast and crew from Covid 19 throughout physical production process (pre-production to wrap).
- Manage the on-set Health Safety Team, ensuring team members are deployed appropriately, tasks are delegated and completed, and all safety protocols are being followed.
- Administer screenings (in the form of medical questionnaires and temperature checks using non-contact infrared thermometers) to all staff, Faculty, Fellows, crew, talent, etc., at key access point using AFI screening protocols and interpret results in order to determine viability for entry.
- Follow HIPPA guidelines/regulations while handling confidential information discovered during screening.
- Report cases of positive and negative responses according to established protocols while remaining cognizant of appropriate reporting requirements.
- Manage the hygiene, routine cleaning and disinfection of stages, equipment and workspaces, and identify when hygiene and cleaning practices need to be amended or expanded.
- Ensure that initial training and ongoing education of cast and crew relating to Infectious Disease precautions and Production policy is conducted and validated. This will include on set Covid safety meetings.
- Work in conjunction with production stakeholders (Producer, and First A.D.. etc.) to review and assess, both pending and secured, locations for Infectious Disease protection requirements and safeguarding.
- Monitor key points of entry, egress and traffic flow areas to ensure proper social distancing. Place signage at each location.
- Manage the procurement, distribution and inventory of personal protective and hygiene equipment.

- Provide reports to Covid-19 Compliance Officer regarding concerns, violations, and compliance.

EXPERIENCE/SKILLS REQUIRED:

- Demonstrated knowledge and experience in on-set Film and/or Television Production required.
- Health Education Services Covid-19 training certification required. (<https://www.bigmarker.com/healtheducationservices/Covid-19-Compliance-Officer-Training>)
- Basic knowledge of safety and health standards and regulations required.
- Previous Medical/Nursing/EMT experience preferred.
- OSHA Health & Safety experience desired.
- Strong attention to detail.
- Ability to adapt to varying work environments, possesses a strong pro-active work ethic and quickly adapt to new responsibilities
- Ability to manage and effectively communicate escalated issues.
- Ability to advise and guide production to implement changes necessary in a timely manner.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently while being an integral member of a fast-paced, high-functioning, results oriented team; ability to work calmly under pressure.
- Ability to work well in a team environment as a people person who can manage with confidence, maintain policy/protocol with crew, and operate with authority when needed.
- Ability and comfort when speaking to groups and providing training is essential.
- A willingness to work a flexible schedule (work is based on a production schedule) required.

SUPERVISION:

The Covid-19 On-Set Health Safety Manager performs all duties and responsibilities under the guidance and supervision of the Production Head, AFI Conservatory and the AFI Covid-19 Compliance Officer.

FULL-TIME ___ If full-time, number of months per year ___
 PART-TIME _____ If part-time, number of hours per week _____
 REGULAR _____ TEMPORARY ___X___

INCUMBENT NAME:

DOH:

Employee's Signature Date

Supervisor's Signature Date