



## Protocols for Casting – Level Four - As of 20<sup>th</sup> May 2020

The following guidelines for casting studios are set out in line with the general safety protocols for the Film & Television Production Sector under COVID-19 regulations.

South African casting directors who are required to run auditions in their respective casting venues will all follow the same principles in an effort to keep both the casting crew and the performer as safe as possible at this time.

1. In order to minimise the requirement for in-studio auditions, all casting directors will encourage artists to submit self-tapes, particularly for a preliminary round of casting.
2. When setting up for in-studio auditions the brief emailed to agents/artists will include audition notes, NDA's (if necessary), indemnity forms and a compulsory health questionnaire.
  - 2 a) These forms will be completed by the agent and/or the artist and emailed to the casting director on confirmation of the artist's attendance.
  - 2 b) If it is not possible for the artist to complete and sign the forms digitally, he/she will be required to do so at the casting venue.
- 3 Artists are required to obtain a permit in order to attend a casting under Level 4 regulations. The artist must have the permit in hand when travelling to any casting venue; this will be issued to the artist by their agent. The Artists' Agent is to supply the CIPC Certificate and Form 2 completed correctly by Agent and signed by agent, a 3rd letter from the Casting

Director can be issued where applicable.

- 4 Artists must wear a face mask that covers their nose and mouth as per government instructions when in a public space. The face mask must also be worn in the waiting area at the casting venue and may only be removed in the studio when the artist is being recorded on camera. The mask should be replaced before exiting the studio.
- 5 Any artist exhibiting symptoms of COVID-19 or any other potentially contagious illness may not attend a casting and the self tape option should be offered.

### The Venue

- 6 Studio and reception/waiting areas must be thoroughly cleaned prior to the start of a casting session and promptly after the last artist has left. All common work surfaces must be cleaned regularly, especially areas where artist may need to sign in. Pens, tablets etc to be wiped with appropriate sanitiser immediately after use. Artists are encouraged to use their own pens.
- 7 Hand sanitiser must be provided, especially at entrances to the venue.
- 8 Seating in waiting areas must allow for artists to sit a minimum of 1.5m apart.
- 9 Casting Information must be clearly displayed on a notice board or equivalent e.g. copy of common casting safety protocols, the brief, indemnity form and health questionnaire.
- 10 Posters explaining COVID-19 symptoms, basic health safety protocols (hand washing, wearing face masks in public, sneezing and coughing into a tissue or the crook of the elbow etc) must also be on display.
- 11 If printed scripts are displayed it should be made clear that artists must not touch these papers as they are intended for all artists to view.

- 12 Bathrooms/toilet facilities must be cleaned on a regular basis. Soap must be available at all hand washing facilities, together with paper towels which must be disposed of immediately after use into a bin with a lid. Sanitiser or paper towels should be available to wipe toilet seats and handles. A bin with a lid will be provided for the disposal of paper towels & sanitisers.
- 13 Artists should make it a habit to use their own bathroom prior to attending a casting.
- 14 Casting director and studio staff will adhere to all legally required daily health checks and will wear PPE throughout a casting session. It is the responsibility of the primary casting director to stay up-to-date on those regulations and adjust accordingly when changes are tabled.
- 15 Social distancing will be maintained between all staff and the artists. Specifically, this means that greeting by hand-shaking or other physical contact is prohibited.
- 16 If a front-of-house person is employed to receive and log in artists, they will be wearing PPE at all times. Where possible they will be positioned behind a screen and will sanitise their work space regularly.
- 17 All studio equipment and furniture will be cleaned regularly. Casting Studio staff will ensure that door handles and work surfaces are wiped with appropriate sanitiser regularly.

Artist: On arrival at the casting venue

- 18 In order to ensure that the waiting area remains un-crowded and social distancing is possible at all times it is imperative that the artist arrives promptly at the allocated audition time. If the Artist is too early and cannot wait outside he/she must first ensure that the space available in the waiting area will not be compromised. **If necessary, the audition slot may be either forfeited or rescheduled.** The same will apply if the artist is running late.

- 19 Hand sanitiser will be provided and must be used by the artist on entry into the venue and immediately after any contact with paper and pen or signing-in tablet, cell phone or laptop (i.e. after signing register and if necessary, all printed Audition NDA and Indemnity Forms and Health questionnaires). As an added precaution, we suggest each person entering the premises is screened with a non-contact infrared thermometer (as part of the registration process) <https://www.pricecheck.co.za/search?search=non+contact+infrared+thermometer>
- 20 **Adult artists:** Must attend casting sessions alone; friends and relatives must remain in the car or outside; if he/she has no alternative but to have a child/minor with them, this must be pre-arranged so that the schedule can be adjusted to preserve physical distancing in the waiting area. ONLY the Artist will be allowed into the audition space.
- 21 **Minors artists:** Only ONE parent or guardian to accompany the child to auditions. Siblings and/or other family members will only be permitted by prior arrangement.

Artists: Before entering the Audition Space

- 22 Artist should prepare appropriate wardrobe outside the audition venue; no changing of clothes, shoes etc will be permitted in the audition space.
- 23 Artist should prepare to enter the audition space carrying the minimum amount of belongings. e.g. handbag, backpack, keys, cell phones etc. Each Casting Studio will establish preferred procedures to safely handle the Artist's belongings.
- 24 If shoe sanitisation was not implemented upon entry to the waiting area, it should take place before entering the audition space.
- 25 A designated person, possibly the casting director, will open and close the doors to the audition space.

### Artist: Inside the Audition Space

- 26 If a lapel microphone is to be used, studio staff will wipe the microphone with a sanitiser before either attaching it or handing it to the artist to attach it themselves under direction.
- 27 All studio staff will wear PPE at all times. The “reader” will maintain a minimum of 1.5m distance from the artist who will only remove his/her mask for the recording. It is **Mandatory** for all Studio staff to use clear visors when performing and/or cloth masks when operating camera etc. If the option of a Window Visor is available that is also recommended if possible.
- 28 The artist’s face covering mask will be worn until notified by the studio staff to remove it for the recording and place it in their pocket or handbag/backpack.
- 29 If specific props are required for an audition these must be sprayed/wiped with appropriate sanitiser before being used by the artist and after the artist has handled the prop.

### Artist: On exiting the Audition Space

- 30 The artist must replace his/her face mask covering immediately after performance is completed and before leaving the the studio.
- 31 No lingering around after auditions, space needs to be cleared for next appointments.
- 32 The audition room will be ventilated frequently and commonly used surfaces cleaned appropriately before next artist is allowed to enter.

## Other Information

- Audition Sides NO SPARE SIDES will be made available in the audition space; artists should check with the studio staff if they may use their cell phone for this purpose inside the audition space. If so, artists must sanitise their own equipment and it may not be handled by studio staff.
- Artists are to bring their own water bottle to the casting studio; water-coolers, bottled water and glasses will not be available.
- Anyone who belongs to a high-risk health group should not put themselves forward for auditions until more information is available about the management of the COVID-19 pandemic. Risk groups include anyone over 70, babies under 3 yrs, people with pre-existing medical conditions such as high blood pressure, diabetes, HIV, asthma etc. Artists and agents must take responsibility for honest assessment of their vulnerabilities.
- If an artist attends an audition displaying symptoms as per the COVID-19 guidelines, the consequences are drastic and may require the casting studio to shut down immediately. Artists who are not well, even for reasons unrelated to the pandemic, are strongly advised to stay at home to keep themselves and others safe.

We appreciate your cooperation.

Current Companies Part of the Casting Director Association who agree on the above – more to follow:

Andy Davis (Casting Studio), Benedicte Roumega (BR Casting), Bonnie Lee Bouman (BLBC) Bonnie Rodini, Fran Beyer (Beyer Casting), Christa Schamberger Young & Richard Lothian (Cast Serve), Gaelene Lithgow & Lisa van Open (G Stop Casting), Grant & Victoria Davies (Mrs.Davies), Kevin Gray (Grays Casting), Mandy Sewell (Casting Initiative), Monique Murray (Kayos), Marina van Tonder (Casting Directors), Sasha Nirmul (Go Big Productions), Susan Rossouw, Thorsten Wedekind, Quinton Lavery & Tracey Lund (Casting Me)