



## **COVID-19**

### **Filming Protocols**

**22 April 2020**



## Preamble

The South African Association of Stills producers (SAASP) is a registered non-Profit organization with 22 Member companies based in South Africa

In response to the COVID-19 pandemic our Association and members recognize that we have a responsibility towards our international clients, crew, suppliers and the general public to ensure that there is a standardized protocol in place to ensure that our sets are as safe as we can possibly make them.

The South African Association of Stills Producers has committed itself to promote the best standards, practices and qualifying criteria based on international norms. We hold this up as an example of best practice management for Production Companies throughout South Africa. Through this process, we aim to ensure that the members of SAASP operate optimally and thereby provide the best possible partnership for our clients, while fulfilling our obligation to the City of Cape Town. We believe that this will ensure the long-term growth and sustainability of the sector.

To this end the following document has been generated through consultation and following current International best practice and as such will be updated regularly. It has been agreed upon by SAASP members who have committed to ensure that the below guidelines are followed.

It must be recognized that our Sector does not form part of events, and as such our sets should be seen as places of work, and not be treated in the same way as one would treat an event where the public is involved. To this end, restrictions on gatherings would not apply in the same way they would to public gatherings.



## **Measures to be implemented to reduce the spread of COVID-19**

In order to effectively mitigate the risk of infection every aspect of our industry will be impacted and although the below guidelines do touch on many of these aspects, this is not a finite. It is the responsibility of each individual to always keep COVID-19 and its potential spread in mind in order to mitigate this risk.

As the employer, production companies must ensure that government guidelines are adhered to and that all requirements set out by National, provincial and local government have been implemented.

### **COVID-19 Strategy Document**

It is strongly advised that all medium and large shoots generate a COVID-19 strategy document similar to those generated for sustainable shoots which is specific to the shoot at hand. This document would ask a list of questions that producers need to answer with how they've provided for and planned for critical COVID-19 safety requirements based on the details of their shoot.

### **COVID -19 Declaration Forms**

Each person on the shoot, from the international client to the security officers should sign a declaration that notes their recent history risk profile and confirms their understanding of COVID-19 protocols and their agreement to abide by the rules put in place.

### **COVID -19 Testing**

It is recommended that when antibody test kits become readily available, that these be used to test all people on set.

### **Possible Symptoms**

Anyone exhibiting mild or severe symptoms of COVID-19 as defined by the WHO is not to be permitted on set

### **Information**

Information regarding the spreading of COVID-19 and what behaviour is expected from everyone on set should be made available in a visible area.



## GENERAL PROVISIONS

### Contracting of Crew and cast

It must be understood from the outset, that although a production should do everything within its power to mitigate the potential risks, it is impossible to guarantee that there would be no risk in leaving one's home. Upon booking confirmation, crew and cast should be informed by Production, via their agents where applicable, of the mitigating factors Production is putting in place and they should be provided with this document to read before arriving on set. Crew should understand that agreeing to work on a project is done at their own risk and that in doing so, they confirm to have understood and agree to the measures being implemented by the Production company.

### Production Company Office

All government regulations relating to workplace safety should be followed and implemented at a Production office. These would include but are not limited to:

- Reducing the amount of in office staff to the essential minimum – others could be working from home where possible.
- Not allowing anyone into the production office for non-essential business
- Providing a sanitation station for staff
- Informing & education office staff of all COVID-19 measures in place
- Ensuring social distancing is maintained both at workstations and communal areas
- Where possible allowing for fresh air ventilation as opposed to air conditioning
- Staff meals should not be buffet style, but individually wrapped meals
- High contact areas like toilets and kitchen need to be sanitized more regularly
- Rethinking communal coffee stations
- Encouraging crew and suppliers to use electronic forms of contact rather than visiting production office in person
- No sharing of stationary

### Personal Protective Equipment (PPE)

Production to provide every person with PPE upon their arrival on set. This PPE would include:

- Masks – these can be disposable 3 layered surgical masks or reusable cloth masks.
- Gloves – only to be provided to crew who will be continuously touching various surfaces as part of their duties.
- Protective disposable shoe covers – specifically for interior shoots inside private locations
- Alcohol based hand sanitizer - preferably with no touch dispenser



## Transport

Production to ensure that all transport provided is in line with national regulations pertaining to public transport. These regulations may change from time to time but currently include the following:

- Reduce the amount of passengers per vehicle to 50% of carrying capacity
- Ensure passengers are seated sufficiently spaced
- Ensure passengers and driver wear a mask at all times
- Keep the vehicle windows open where possible
- Passengers and driver to sanitize their hands before entering the vehicle
- The interior of the vehicles should be sanitized before and after each trip

## Maintaining Social Distance

- Everyone on set must and must be able to maintain a social distance of 2m when working
- No hand shaking, hugging or kissing as greeting
- Interior shoots must allow a space of at least 4m<sup>2</sup> between people
- People numbers must be limited to the essential only – this includes crew/cast/client& agency/security/catering etc.
- People to be reminded when entering and exiting buildings that social distancing is to be maintained

## Planning for Set Up and Shoot Day Schedule

- Additional planning needs to take place during pre-production in order to optimize the manner in which the crew work on set. Eg: Let art department finish working before sending in lighting department etc.
- In the case of larger crews, where possible, call times should be staggered to allow each department access to a location to do their specific job while minimising contact with other crew and departments.
- With Interior locations specifically, only essential crew to be allowed inside at any given time – if not needed at a particular time, crew should vacate the set and wait outside whilst maintaining social distancing.

## Hygiene on set

- Everyone on set needs to understand and comply with the guidelines as set out by the Health Department in order to minimize spreading the disease.
- Hand sanitizer to be provided and actively made available for regular use
- Information on hygiene must be provided to everyone in the form of WhatsApp, or email sent out prior to the shoot, as well as part of the morning briefing. Printed documents are not recommended as these could increase risk of infection spread



- Production is responsible for the regular disinfecting of surfaces – this includes door handles, counters, bathroom fixtures and any equipment handled by more than one person.

### **Responsibility of the Individual**

Everyone has an individual responsibility to prevent the spread of COVID-19, these are the minimum requirements expected from each individual:

- Wash your hands regularly with an alcohol based hand rub
- Cough or sneeze into your elbow or a tissue which you dispose of
- No physical contact
- Be diligent with cleaning
- Keep your distance from others
- Don't touch your face
- Inform production immediately if you start to feel ill whilst on set

### **SHOOT-SPECIFIC PRACTICAL GUIDELINES**

#### **Suggested Tiered approach to risk**

- Up to three people on location – no risk but general sanitation provisions to still apply
- Up to 15 people on location – minor risk
- Between 15 and 30 people – medium risk
- More than 30 people – high risk
- The numbers of people allowed on set will be regulated by government and these numbers could change at any point – it is the responsibility of production to ensure that they are aware of the current limitations and to abide by these.

#### **Pre Production communication**

- It is essential that everyone be informed of the measures being put in place as well as what will be expected of them once they arrive on set
- All people involved in the production must be informed that should they feel ill the day before, or the morning of the shoot, that they do not go to work, and that they inform production immediately
- Discussions need to take place prior to the shoot around what the individual company cancellation policy would be should a crew member fall ill.
- Discussions might need to take place prior to the shoot regarding billable hours considering that additional time would be spent on getting everyone to set in a staggered manner, and the time it takes for safety briefings



## Location Scouting

- Scouts should ensure that they wear PPE such as masks and always have hand sanitizer with them when scouting.
- Scouts should have open discussion with location owners prior to scouting on what they as scouts are doing to reduce the spread, but also what the location owner would expect of the scout prior to them entering their homes.
- Scouts also need to be briefed thoroughly by production and have this document in hand when scouting in order to have an in depth discussion with the location owner about what measures will be put in place for the shoot. Alternatively, production needs to have this in depth discussion with the location owner prior to the scout going to take photos.

## Gear Checks

- Equipment Suppliers will have their own measures in place regarding gear checks.
- Equipment suppliers should ensure that they provide production with the list of measures they have implemented.
- All crew attending gear checks need to be informed of equipment supplier measures.
- All measures regarding limiting the spread of the disease should apply at gear checks as on set. (i.e wearing PPE during the gear check, maintaining social distance, regular cleaning of surfaces and washing of hands etc.)

## Pre-Production on location

- Private and public locations in some instances are going to insist on addition provisions relating specifically to that location.
- Production to allow time and budget, where necessary to accommodation such provisions.
- In some cases it may necessary to have a location sanitized by a professional company both before and or after the shoot.
- Wherever possible, art department to prep location on a pre-production day and wrap on a post day to avoid large numbers of crew on location at any one time.



### **Dedicated Hygiene Personnel**

- Production to employ a dedicated person, specifically with medium and high-risk shoots to ensure compliance with these guidelines. In the case of smaller shoots this role can be delegated to someone already within the crew.
- This person's role would include
  - Being in charge of daily check lists for temperature screening and compliance with wearing PPE
  - Ensuring that social distancing is maintained
  - Setting up and maintaining the sanitation station prior to crew arrival
  - Distributing of PPE to crew who do not have
- A Medic is essential for medium and large shoots
- A dedicated person needs to be employed to clean and sanitize toilets after each use.

### **Scene Restrictions**

Clients need to be informed prior to the shoot regarding the current measures implemented by the government and how these may affect or limit the scope of their shoot possibilities.

It must also be made clear that such measures could change on the day of the shoot, i.e at the time of accepting the project it might be allowed to do certain things, but at the time of the shoot these could have changed according to changing risk factors and the government's response to these.

### **Location Limitations**

The floor space available will determine the amount of people allowed on set - based on the fact that each person requires 4m<sup>2</sup> space between them.

### **Mandatory Pre-Shoot Briefing**

Production to institute a mandatory briefing prior to commencing with the shoot.

All personnel to be informed of all measures in place to ensure their safety and the protocols which should be followed throughout the day.

When crew arrive on set they should be directed to a sanitation station and be provided with PPE.

This briefing only needs to take place on day one of a shoot, but should there be additional personnel on subsequent days, they should be given an individual briefing prior to commencing work.

The dedicated person in charge of COVID-19 protocol should in the morning screen each person and record the date, their name, their temperature, the fact that they have been handed PPE and that they have asked screening questions around the person's health (are they feeling ok, do they have a cough, sore throat etc)





This briefing should include all everyone on set including but not limited to: client, security, catering, cast.

In order to maintain best safety practice, it may be necessary to do a number of smaller briefing sessions or share a briefing video electronically rather than gather a large crew together all at one time.

### **Craft and Catering**

- No buffet style meals to be served on set.
- Production to provide pre-wrapped, individual meals only, ensuring wherever possible that wrapping is recyclable/biodegradable. We do not want to solve one problem by creating another.
- Catering company and staff need to ensure general health provisions as well as additional COVID-19 provisions are implemented in the preparation of, transport and delivery of food.
- No self-service at craft
- No snack bowls or unpackaged foods
- No fruit unless individually wrapped
- Dedicated person to assist with serving both at craft table and meals – other people not to touch the tables.
- Sit down meals to either be avoided or must be done in such a fashion that social distancing is maintained whilst seated.
- All hard surfaces to be sanitized before and after meals
- Meals might need to be staggered with larger crews in order to avoid crowding.
- Social distancing to be maintained in queues.

### **Security**

- Often the frontline of a production, care needs to be taken to ensure security guards, who often are the first contact with the public, are provided with PPE and are briefed thoroughly on COVID-19 protocols.
- Transport of security guards must be done in line with government regulations in relation to social distancing and public transport.

### **Mobile toilets/public toilets used by crew**

- Production to employ a dedicated person (possibly male and female when required for public toilets) to sanitize the toilets before and after each use.
- It is suggested that this person be provided with a spray backpack or other sanitizing equipment to spray down and clean all surfaces regularly, including door handles and taps.
- Portable toilets should ideally have hands-free (foot-operated or infrared) door handles, taps, sanitizer dispensers and flushing mechanisms.
- If it is not possible, wet wipes or similar should be provide at toilet entrances
- Signage explaining correct toilet hygiene practice should be clearly displayed at toilet entrances.



## **Casting**

- In-person castings should be avoided. When unavoidable, they should be as small as possible and only include pre-selected, shortlisted favourite talent.
- Remote casting via online platforms or casting video should be main method of casting
- If a family is required to be cast, it should be attempted to rather use a real family, this way the risk of spreading the disease is limited.
- The government might implement regulations in relation to certain age groups needing to self-isolate – these need to be adhered to when deciding on cast.
- High risk groups on the whole should not be cast unless it is deemed safe to do so.

## **Child Models**

- Only 1 parent/guardian per child model to attend shoots. No additional family members should be permitted
- Only the parent may come into direct contact with the child for dressing. Wardrobe etc.

## **Hair and Make up**

- Should be reserved for featured cast only
- Non-featured cast to be briefed on doing their own hair and make up prior to the shoot
- Both before and after hair and make up sessions both talent and make up artist are required to wash their hands
- Applicators not permitted to be used on different people – artists should have multiple applicators, brushes etc on set with them to allow for single talent use only.
- Artists must ensure that all applicators, brushes etc are washed and sanitized between uses
- Workstations to be sanitized between each user
- No other crew or cast allowed close to make up/ hair station without valid reason.

## **Wardrobe**

- Assisted styling should only permitted for featured cast
- Non-featured cast and background extras to wear their own clothes where possible.
- Where not possible, production to provide dressing facilities where social distancing can be implemented.
- Stylists to clean and sanitize all surfaces and wash hands between cast members



### **Video Village**

- Video village should be set up outside where possible, or in well ventilated room. Contact between crew and client/ agency kept to an absolute minimum with a dedicated go between allocated.

### **Holding areas**

- Holding areas to be set up outside where possible, social distancing to be maintained in seating arrangements.
- Crew should, wherever possible stick within working groups of departments.
- 

### **Interaction with the Public**

- Where possible crews should be isolated from the public and public not allowed within the set confines.
- Signage should be provided indicating that filming is taking place and requesting public to maintain a safe distance from the crew.

### **Chaperones**

This has always been one of the most important roles and one with the closest contact with others. Now with COVID-19 this interface with the client is even more important. Chaperones need to pay particular attention to:

- Number of people in their vehicles
- Ensuring there is adequate ventilation in the vehicles
- Vehicles to be sanitized thoroughly on a daily basis.
- Ensuring passengers have and are wearing the PPE provided
- Ensuring access to hand sanitizer.
- Ensuring snacks provided are in keeping with not spreading the disease



### **Specific Department guidelines**

Although some departments have been mentioned here, each H.O.D. should have a set of protocols which they discuss with their teams and implement.

Examples of this would be:

- Where possible, certain pieces of equipment are only handled by a select few members of that department and that no other department, would touch this equipment.
- Cleaning of a memory card before it gets handed from one person to the next.
- Having a dedicated person who client's chairs and equipment

Crews need to consider each aspect of what it is they do on a daily basis and how can they limit the risk of spreading the virus

### **Suppliers**

Production companies need to engage with all of their suppliers regarding what measures they are implementing to avoid the spread of the virus.

Examples of this would be:

- Ensuring rental vehicles are sanitized correctly before they go out,
- Ensuring Prop and Wardrobe rental houses sanitize their rental products pre and post hire.
- Ensuring Caterers follow strict hygiene protocols in their food prep and kitchens, not only on set

### **Closing Statement**

SAASP Members have committed to working together to ensure these safest possible protocols are meticulously followed during each and every production: from pre-production to on set and through to postproduction

By following this agreed upon set of guidelines that are regularly updated according to the increasing global understanding of COVID-19, all members of our industry will come to know these standardised protocols as well as they know their existing job descriptions.

While we as producers will continue to actively implement and enforce these protocols, the measures outlined here will in time become default behaviour for all crew working across our combined SAASP industry, thus ensuring the health of all our members, our crew and those outside of our industry with whom we may come in contact through our work.