



MULTI CHOICE

COVID-19

STANDARD OPERATING PROCEDURES
FOR LOCAL PRODUCTIONS

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PURPOSE OF THE DOCUMENT

The purpose of this document is to inform our business and independent producers of local productions about how we will handle various foreseeable scenarios for independent producers to resume content production, with emphasis on the following to mitigate risk and to protect performers and production crews:

1. Information on prevention and risk factors of COVID-19
2. Day-to-day operations
3. COVID-19 presentation scenarios

This document has been formulated following the publication of the Directions on the Risk -Adjusted Strategy for the Communications and Digital Technologies Sector issued under Regulation 4(10) of The Disaster Management Act, 2002 (act no. 57). The independent producers of M-Net local productions shall be required to ensure that information as provided in this document is conveyed to all cast and crew of productions prior commencement of production, and that all standard operating procedures are strictly followed during production. It is the producers' responsibility to study and implement the protocols in line with what best suits their set and shoot. Furthermore, the independent producers must keep abreast of all directions, regulations and notices issued by government and apply such measures as may be prescribed by government. Should any further regulations, directions or notices be issued by government which requires the standard operating procedures to be amended to align with the requirements of such regulations, directions or notices, M-Net will consult with the independent producers of M-Net's local productions regarding and the standard operating procedures will be updated to reflect the applicable amendments.

INFORMATION

HAND HYGIENE

1. Hand hygiene is required. Hands are rubbed with a 70%-alcohol-based sanitiser for 20-30 seconds using the appropriate technique*.
2. During the working day, regular handwashing with soap and water for at least 20-30 seconds using the appropriate technique* is encouraged. This remains the best method for ensuring good hand hygiene

Fact: *The antiviral effect of soapy water is due to the oily surface membrane of the COVID-virus that is dissolved by soap, which then kills the virus*

** See demonstration later in this standard operating procedures (SOP) document and on the walls in the various locations*

NB: Hand hygiene is very important. **WASH YOUR HANDS**

- a) Before putting on masks
- b) After any contact with a suspected or confirmed COVID-19 or their waste,
- c) After contact with respiratory secretions of any person,
- d) Before and after eating,
- e) After blowing your nose, coughing or sneezing, and
- f) After using the toilet.

FACE MASKS

1. The World Health Organisation (WHO) changed its original position on the use of face masks following the discovery that the majority of COVID-19 infected people is asymptomatic for a relatively long period and can infect others while being unaware that they are infected.
2. The South African Government has now made the wearing of cloth face masks compulsory in public and in the workplace. With the exception of actors while performing, all persons must wear masks while in the workplace and on the premises of the company.
3. All persons entering the premises are required to wear the prescribed masks to be allowed entry.
4. Masks must be combined with hand hygiene and other infection prevention and control measures (such as the proper disposal of the mask) to prevent further transmission of COVID-19.
5. Disposable medical face masks are intended for single use only.

GLOVES

1. The use of gloves is not allowed in the workplace.
2. Persons wearing gloves will not be allowed entry to the premises – they have to comply with the hand hygiene procedures at the entrance.
3. Regularly washing your bare hands offers more protection than wearing rubber gloves.
4. One can still pick up COVID-19 contamination on rubber gloves. If you touch your face thereafter, the contamination goes from the glove to your face, and can infect you.
5. If gloves are not disposed of in the correct manner, they may infect others.

OTHER PREVENTIVE MEASURES

1. Avoid touching your eyes, nose, and mouth.
2. Practise respiratory hygiene by coughing or sneezing into a bent elbow or tissue and then immediately disposing of the tissue in a closed bin.
3. Always maintain a social distance of at least 1.5 metres from all other people at all times.
4. No physical contact between persons is allowed.
5. No sharing of equipment, stationery, items of a personal nature (including cosmetics and accessories), food, drinks and any other item that a person may touch during the normal course of day.

LIFESTYLE FACTORS

1. Lifestyle factors can play a significant role in illness prevention.
2. Boost your immune system by getting eight hours of sleep, regular exercise and healthy eating habits to help you stay healthy.
3. Drink water to maintain good hydration.

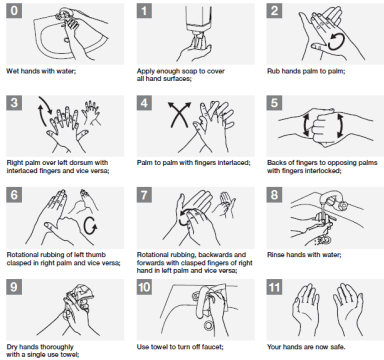
ADDITIONAL PRECAUTIONS AND AWARENESS IN OUR BUSINESS

1. This document, must be printed and displayed in office walls in clear view of all that are present in the offices
2. Hand wash poster to be put up in all wash areas

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

⌚ Duration of the entire procedure: 40-60 seconds



How_To_HandWas
h_Poster.pdf

Protect yourself and others from getting sick

Wash your hands

- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste




3. Hand rub poster to be put up at all entrances and sanitising stations

How to Handrub?

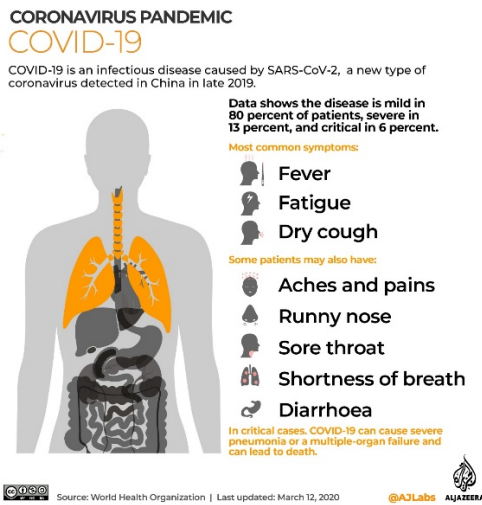
RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

⌚ Duration of the entire procedure: 20-30 seconds



How_To_HandRub_
Poster.pdf

4. Symptom poster displayed at all entrances and waiting areas



5. Every building must have the COVID-19 Compliance Officer’s name and contact details posted in plain view



Artwork_Randburg.
zip

HIGH RISK POPULATIONS – OLDER THAN 60 AND/OR WITH COMORBIDITIES

Individuals who are 60 or older or suffer from any respiratory ailments or other diseases, such as heart disease, diabetes, chronic respiratory disease and cancer are considered high risk should they become infected with COVID-19. Extra care should therefore be taken during screening of these individuals, with any symptoms being treated conservatively.

PREGNANCY AND COVID-19

1. Currently, there is no evidence that pregnant women are at higher risk of severe illness than the general population.
2. It is still unknown if a pregnant woman can pass the virus to her baby during pregnancy or delivery. To date, the virus has not been found in samples of amniotic fluid or breastmilk.
3. The same preventive measures described for the general population apply for pregnant women.

USE OF THERMAL SCANNERS AND SCREENING QUESTIONNAIRES AT ALL ENTRANCES

1. Thermal scanners are effective in detecting people who have developed a fever (i.e. have a higher than normal body temperature). Normal body temperature is 36.9 therefore, e.g. low-grade fever is 37 - 37.9, 38 and above is fever
2. However, thermal scanners cannot diagnose people who are infected but are not yet sick with fever. This is because it may take up to 14 days before people who are infected become sick and develop a fever.

3. Thermal scanners can therefore only determine whether or not a person has a fever, which is why it is used in conjunction with a screening questionnaire.
4. The screening questionnaire checks for coughs, sore throat, red eyes and breathlessness (screening questionnaire may be adjusted/expanded as per Department of Health guidelines as more information about COVID-19) becomes known.
5. All persons entering the premises will be subject to screening, which includes thermal scanning.
6. Individuals who are considered a risk, will not be allowed entrance to the premises and will be advised to consult with a healthcare provider, self-isolate or be tested
7. No person will be allowed to access to the premises without a cloth mask in place.
8. Details of all employees who are referred to a healthcare provider, self-isolation or testing must be retained for follow-up by production management.
9. Employees must inform the company when they (or any direct family, partner or any people they live with) are tested as well as the results of the test.

PROCESS TO BE FOLLOWED BEFORE THE COMMENCEMENT OF PRODUCTION

1. The production company is required to liaise closely with M-Net and obtain approval before commencing production.
2. M-Net expects the producers to be kept abreast of all regulations as set out by government, it is the producers' responsibility to study and implement the protocols in line with what best suits their set and shoot.
3. M-Net may require the inspection of the set by a designated health professional, before granting their approval.
4. It is preferable to shoot outdoors, or where a shoot takes place indoors, the relevant room should be well-ventilated.

PROCEDURES AND PROCESSES

ENTRY TO PRODUCTION PREMISES AND SANITISING OF THE PREMISES

1. Sanitisers must be available at all entrances and exits to all premises and must perform hand hygiene prior to entering.
2. Hand washing and sanitation stations should be provided all over site:
 - a. Outside, before entering the building
 - b. On set (Before entering set)
 - c. Bathrooms
 - d. In individual greenrooms of actors
 - e. Make-up rooms
 - f. Wardrobe
3. No one may be allowed entry to the production premises without the use of a cloth mask
4. All persons must be screened at the entrances and either allowed entry or not, as per previously described process
5. Details of each person entering the premises, regardless of purpose, must be captured. The list of required details is as follows:
 - a. Address visited:
 - b. Name and Surname

- c. ID Number or Passport
 - d. Contact number
 - e. Next of kin/someone living in same home and a contact number
 - f. Screening result
 - g. Reason for visit (customer service, employee; security; cleaning)
6. All equipment brought into premises must be sanitised in a separate area to gear storage.
 7. Deliveries must be checked at the gate and approved for entrance.
 8. Sanitising of the environment needs to occur before shoot commences, during each shoot day and after wrap each day.
 9. There must be dedicated cleaning staff to sanitise and clean bathroom spaces on a regular rotation throughout the day.
 10. There must be regular and frequent cleaning of all contact surfaces including door handles, bathroom fixtures, and equipment handled by more than one person at any given time.
 11. Productions must comply with any regulations stipulating the number of people allowed on set. (For level 4, the number of cast and crew must be kept at a maximum of not more than 50 people on set, inclusive of cast members.)
 12. No unauthorised persons must be allowed on set, i.e. absolutely only people essential to the set.

ISOLATION

1. The production premises should have an isolation area.
2. The isolation areas should be used for any individual displaying symptoms during the day. The affected worker must be provided with a FFP1 surgical mask.
3. Transport should be arranged for the employee for self-isolation or testing. The transport that is arranged must minimise the possibility of transmission should the employee be infected.
4. The isolation areas should be sanitised after each use by cleaning staff with appropriate personal protection equipment.
5. No other person should be allowed to enter the isolation areas.

TRANSPORT

1. Where possible, all crew and cast must use their own transport. For those without their own transportation, transport must be provided by the production in terms of the guidelines issued by Department of Transport.
2. Any transport arranged by the production management should be provided with a driver and all occupants in the vehicle must wear facemasks and observe social distancing as prescribed for travelling in vehicles.

TECHNICAL DEPARTMENTS: (CAMERA, LIGHTING, GRIPS)

1. Equipment should be handled by respective departments only. No persons from other departments should touch gear from outside their department.
2. If not needed on set, technical personnel should stay outside in well ventilated area, maintaining social distancing.
3. Equipment should be wiped down whenever it is moved from one set to the next.

SOUND

1. Where possible, actors should be asked to mic themselves.
2. Microphones, belts and straps should be sanitised, disinfected and stored in sanitised places at all times.

MAKE-UP AND HAIR

1. Make-up should be reserved for featured cast only.
2. A separate area should be set up for make-up with only one make-up artist and one actor per area.
3. The make-up department should sterilise their space after every cast member and continually throughout the day.
4. Make-up and accessories may not be shared by cast members.
5. Make-up standby should be outside or in well ventilated area off-set.

ART DEPARTMENT

1. All props and acting spaces should be cleaned before and after every use.
2. Everything bought or hired should be disinfected before and after every use.

WARDROBE

1. All accessories should be cleaned before and after use.
2. Dressing rooms should be kept clean and sanitised.
3. All wardrobe should be washed or sanitised before any actor wears it.
4. Where possible, actors should assist with final checks, rather than Wardrobe

CAST

1. All scenes should be treated as a closed set to minimise the amount of people of set.
2. The number of actors per scene should be limited.
3. No extras should be brought onto the premises (crew can stand in for extras where required).
4. Actors should be kept two meters apart for running lines.
5. There should be no kissing, hugging or physical contact between actors.
6. Cast should wear masks at all times except when performing in scenes.
7. Cast should sanitize after each scene.

PRODUCTION

1. To reduce interaction with crew and cast production should rather make use of e-mails, phones and radios to communicate phones and radios should not be shared between people
2. All teams should work remotely where possible
3. Casting should, as a rule should be undertaken remotely over video conference or using self-tapes.
4. Remote editing should be undertaken where possible

5. Viewings for producers / clients / sponsors should be sent via online platforms and feedback should also be provided via online.
6. Where inter-provincial travel is required, the necessary permissions and permits must be obtained.

CATERING

1. Catered meals and craft must be packed in boxes per person with sealed cutlery alternatively the crew and cast must be allowed to bring their own meals.
2. There must be no shared craft and catering areas. Crew and cast must be supplied with their own water bottles.

INCIDENT MANAGEMENT PROCEDURES AND PROCESSES

SCENARIO 1 (ILLNESS – NOT CONFIRMED COVID-19)

1. Any person displaying any of the COVID-19 symptoms, must notify production management and not come to work.
2. Thermal scanning and screening are being performed for all persons prior to entering the premises. If an individual presents symptoms, he/she should return home for self-isolation or go for testing.
3. If an individual presents any symptoms while at work, he/she must immediately advise production management and be isolated. Transport must be arranged for the individual to either return home to self-isolate or go for testing. M-Net management must be notified.
4. The risk of infection must be assessed and the necessary sanitization undertaken.
5. Production management to monitor all absent persons who have previously displayed symptoms.
6. Should a suspected COVID-19 individual develop symptoms, the National Institute for Communicable Diseases protocols should be followed.
 - a. Call national hot line on 0800 029 999 or WhatsApp “hi” on 0600 123 456
 - b. Ideally, arrangements should be made for a health care worker (HCW) to visit the patient in their home on the same day to collect a specimen and to complete the required documentation.
 - c. When a health care worker is not available, the patient will be requested to visit their nearest healthcare facility to have a specimen collected.

SCENARIO 2 (ILLNESS - CONFIRMED POSITIVE)

1. If a person involved in the production is confirmed to have tested positive for COVID-19, he/she must notify production management immediately
2. As soon as production management becomes aware that a person involved with the production is confirmed to have tested positive, they must notify M-Net.
3. Contact tracing must be performed for the previous 14 days if the person was at work during that period. Everyone on the production and everyone who visited the set must be contacted and informed of potential exposure within 24 hours of the employee being confirmed as positive for COVID-19
4. Reporting processes to the Department of Health and the Department of Employment and Labour must be completed within 24 hours of confirmation of test results

5. The set must be closed immediately and professionally sanitised overnight, but will continue operating thereafter unless production management decides otherwise e.g. if more than one person was confirmed positive for COVID-19
6. All exposed persons need to be self-isolated for 14 days and/or tested if symptoms present. They should be monitored by production management while in self-isolation.

SCENARIO 3 (CONFIRMED POSITIVE BUSINESS PARTNER)

1. If a business partner notifies management that he/she has tested positive for COVID-19 after visiting the premises of a production, and it is confirmed from the entrance register that he/she was at the premises in the past 14 days, then:
 - a. Contact tracing must be performed for the day on which the relevant business partner was in the relevant premises
 - b. The set will be closed immediately and professionally sanitised overnight, but will continue to operate unless production management decides otherwise.
 - c. Any person on the production who interacted with the relevant business partner should self-isolate or be tested and not return to the set until either 14 days were spent in isolation or he/she has tested negative for COVID-19
2. Persons in self-isolation must be monitored by production management.



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