

Covid-19 Production Best Practices





1. General Health & Safety

1.1 General

- ✓ Alcoholic hand sanitizer to be made available at points of entry and common areas.
- ✓ Signage/posters posted everywhere, which promote maintenance of personal hygiene, encourage social distancing and present vital health and safety information.
- ✓ Hand washing stations should be made available and should be frequently sanitized and maintained.
- ✓ Distribution of masks and Personal Protective Equipment (PPE) to cast and crew, if possible. If applicable, ensure PPE available for minors.
- ✓ Require frequent cleaning and disinfection of contact surfaces (door handles, bathroom fixtures and any equipment handled by more than one individual), equipment and common areas throughout the day.
- ✓ Anyone exhibiting Covid-19 symptoms and those at high risk should not be permitted entry on set.
- ✓ Extra precautions should be taken when it comes to cast and crew over the age of 60, for instance:
 - Crew members should be provided with additional levels of protection and support (i.e given N95 masks, given separate equipment/items/supplies, ..)
 - Cast members should limit their time on set, provided with separate facilities during breaks, should be subjected to additional social distancing requirements etc...
- ✓ Ventilation of all interior spaces by opening windows or through mechanical ventilation. If applicable, use of “anti-bacterial foggers” is encouraged.
- ✓ Budget to facilitate sterilization time.
- ✓ Minimize the number of people having to touch the same equipment.



1. General Health & Safety

1.2 Covid-19 Safety Department

- ✓ Department to be staffed with trained professionals that are capable of monitoring health and safety, including a quarantine supervisor (QS), marshals for monitoring communal areas and professional set and equipment cleaners.
- ✓ QS to be responsible for supervising and enforcing quarantine and disinfecting protocols on set.
- ✓ QS appoints and looks after personal assistants (PA) from each department, who are responsible for maintaining health and safety.
- ✓ Before entry to set QS shall :
 - require cast and crew to read, understand and sign health & safety guidelines;
 - check the temperatures of everyone entering the set and will maintain a record of cast and crew that enter and leave throughout the day; and
 - require cast and crew to sign a health declaration to ensure that cast and crew have not had Covid-19 symptoms in the past week, or been near anyone displaying symptoms.

1.3 Holding & Common Areas

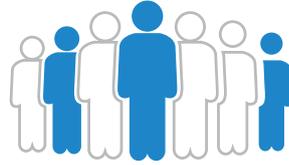
- ✓ Common areas to be set up outdoors, whenever possible.
- ✓ Seating should be arranged in a manner that promotes social distancing.
- ✓ If possible, divide the common areas into sections that assign seats for specific departments.
- ✓ Individuals from different departments to have access to common areas at time intervals.

2. On-Set/ Shooting Guidelines



- ✓ Divide set into sections with teams isolated from each other.
- ✓ Locations and sets should be dressed, and then sealed for a period of time.
- ✓ Each department to be given access to the set at time intervals.
- ✓ Work to be coordinated so that a minimum number of people are given access to a space at one time.
- ✓ Preparation time should be incorporated into production schedules.
- ✓ Limit entry on set to essential personnel only.
- ✓ Maintain social distancing practices at all times.
- ✓ Cordon off no-go zones.
- ✓ Shoot days limited to certain number of hours per day.
- ✓ Writers, producers and network executive to be kept away from set.
- ✓ No physical contact between cast and crew.
- ✓ Cast to practice social distancing measures, with camera tricks used to make them look closer together.

3. Cast & Crew



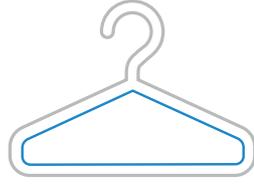
3.1 General

- ✓ Cast and crew to be in a 2 week quarantine before production begins.
- ✓ If possible, cast and crew are to be tested after quarantine period ends.
- ✓ Cast and crew are required to disclose underlying health conditions.
- ✓ Crew must wear masks and gloves at all times on set. Gloves to be changed and disposed of frequently.
- ✓ No outside extras, crew already on set doubling as extras. If possible, budget in back-up crew and cast in case of illness.

3.2 Casting

- ✓ Casting to be conducted remotely.
- ✓ When possible, cast real families if characters are required to physically interact on screen.
- ✓ Scripts should be distributed electronically. If not possible, dispose of hard copy after each reading.
- ✓ Provide everyone assigned with an assigned time of arrival.

4. Wardrobe



- ✓ Costumes, props and sets should be put in quarantine and disinfected before production begins.
- ✓ Wardrobe fittings to be conducted remotely.
- ✓ Label and store each cast's clothing in separate bags.
- ✓ Clothes and props not to be shared by cast members without prior disinfection.
- ✓ Assisted styling to be permitted for featured cast only.
- ✓ Encourage extras to wear their own clothes from home.
- ✓ Provide separate dressing/fitting areas.

5. Hair & Make-Up



- ✓ Application tools & supplies to be purchased per cast member and used only on that individual cast member.
- ✓ Tools and supplies to be kept in individual labelled cast bags.
- ✓ Before and after session, both cast and crew required to wash their hands.
- ✓ Work stations to be distanced apart.
- ✓ Work stations to be cleaned and disinfected after each use.
- ✓ Reserved for featured cast only and only if absolutely necessary.
- ✓ Make-up not to be applied on minors.
- ✓ Cast shall touch-up and remove their own make-up.

6. Catering



- ✓ Meal and drinks to be served and packaged as single serving portions.
- ✓ Require use of disposable cutlery and plates.
- ✓ Appoint trusted individual and restaurant for delivery of meals.
- ✓ If meals are to be delivered ensure the meals are disinfected efficiently before brought on set.
- ✓ PA from each department to collect meals and return meals to their said departmental crew.
- ✓ Encourage cast and crew to bring their own food from home.
- ✓ Encourage cast and crew to eat in their cars.

The following is not permitted:

- Buffets;
- Coffee/water/drinks stations;
- Shared snack bowls; and
- Unpackaged foods.

7. Transport



- ✓ Avoid public transportation.
- ✓ No more than 2 individuals to be seated in a car at one time.
- ✓ In a 9-seater (or more) avoid seating more than one person per row.
- ✓ Advise cast and crew to use their own vehicles.
- ✓ Ensure cars used for production are regularly disinfected and cleaned.