

# COVID-19 PRODUCTION GUIDELINES



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## MANDATORY REQUIREMENTS

As per the **National Media Council's (NMC)** Circular No **(10)** regarding filming of movies, TV series and programs in the United Arab Emirates, production companies, including media free zones, are **legally obliged** to abide by the following set of COVID-19 health and safety guidelines:

1. Visitors and non-essential personnel shall not be permitted entry to set;
2. Entry to set shall be limited to essential personnel only and numbers should be kept at a minimum;
3. All workers shall conduct a COVID-19 medical test, at an authorised medical facility;
4. Production companies shall adhere to general Covid-19 health and safety rules and regulations issued by the relevant UAE health authorities;
5. Production companies shall launch health awareness campaigns in different languages, in order to highlight preventative and control measures against Covid-19;
6. Social distancing practices must be adhered to whilst filming;
7. If possible, it is encouraged to postpone filming activities for projects that have not yet begun, until the current situation changes.

Production companies are requested to implement the measures stipulated above with immediate effect to ensure the health and safety of all individuals involved in film production.

# COVID-19 PRODUCTION BEST PRACTICE GUIDELINES

To ensure the health and safety of all personnel involved in the production process, the following set of best practice guidelines have been prepared, which are derived from government rules and regulations and global industry resources. Please note that the following guidelines are advisory in nature and production companies are encouraged to use these guidelines as a basis for determining which set of best practices should be followed for their particular production. However, all productions shall be required to comply with these guidelines when filming at one of our facilities.

**Please note that the producer is ultimately responsible at all times for the health and safety of all cast and crew.**

All visitors, guests, construction crews, production cast and crews and staff are responsible for ensuring the implementation and compliance of applicable COVID-19 rules and applicable regulations issued by the relevant authorities of the Emirate of Abu Dhabi and twofour54.

These guidelines should be followed on a case-to-case basis, depending on the type, nature and size of the production. The guidelines are not intended to constitute legal or other professional advice and shall not be relied upon or treated as a substitute for specific advice relevant to particular circumstances. As COVID-19 conditions, rules and regulations evolve, these guidelines will continue to be updated.

Compliance monitoring and reporting will be required on a regular basis to ensure specified practices are followed at all times.



# 1. General Health & Safety

## 1.1 General Requirements

### ✓ Productions must:

- Abide by the NMC Circular No ( 10 ) as set out above;
- Review relevant local and/or Emirate level authorities' policies and laws with regards to containing the spread of COVID-19, health and safety rules and preventive measures (including, but not limited to any applicable Abu Dhabi laws, rules or regulations on self-quarantine, testing, isolation and entry requirements to the Emirate of Abu Dhabi);
- Plan all activities in advance to ensure that the required permissions have been obtained through twofour54, Abu Dhabi Ports or other relevant government entities; and
- Consult with the relevant local health authorities' officials with regards to the recommended COVID-19 testing policies.

### ✓ Productions should check with their studio facility or shooting locations in advance with regards to specific site requirements ( e.g. COVID-19 testing necessity and test validity periods ).

### ✓ If possible, limit entry on set to essential personnel only.

Casual visitors should not be allowed entry to the set, only known visitors who have made prior arrangements and appointments will be granted access to the set, subject to the site's security procedures and entry protocols. All visitors to the set must adhere to the National Media's Council (NMC) Circular No ( 10 ) as set out above and the applicable COVID-19 specific rules and regulations issued by the relevant authorities of the Emirate of Abu Dhabi.

### ✓ Individuals under the age of 18 ( minors ) should not be permitted entry to the set. If necessary, approvals may be granted for minors on set on a case by case basis, for their own protection. Productions should check with their studio facility or shooting locations in advance with regards to this special exemption.



# 1. General Health & Safety

## 1.1 General Requirements

- ✓ All individuals should be required to download the Al Hosn application on their mobile phones. The purpose is to prevent the spread of COVID-19 by contact-tracing all individuals who have come into contact with positive cases. It also allows individuals to keep track of their health and test results and may act as a gate pass to the production site.
- ✓ Unless the conditions outlined below are met, the following members of the cast and crew should not be permitted entry to the set:
  - Individuals exhibiting COVID-19 symptoms, or signs of being unwell;
  - Individuals who have tested positive for COVID-19 and who have not been cleared of the infection; and
  - Individuals who have come into contact with persons exhibiting symptoms of COVID-19 or are suspected or have tested positive for COVID-19.

Individuals who fall under any of the categories above should only be permitted to the site only when they have tested negative for COVID-19 and after they have obtained the required clearances from the relevant health authorities.

- ✓ Extra care and precautionary measures should be taken to protect vulnerable and high-risk persons including those who are over the age of 60 or who have health conditions like lung or heart disease, diabetes or conditions that affect their immune system. The measures that should be followed are:
  - A risk assessment should be undertaken for these persons;
  - Surgical masks and face shields; separate equipment, items and supplies are to be provided to these individuals;
  - Limit their time on set, provide separate areas during breaks and ensure additional social distancing measures are followed; and
  - Use separate transportation for these persons.

Note: the use of a disinfectant fogging machine booths is not recommended for individuals over the age of 60.



# 1. General Health & Safety

## 1.1 General Requirements

- ✓ Ensure that signage and/or posters, which promote maintenance of personal hygiene, encourage social distancing, and present vital health and safety precautionary measures and information are posted across all common areas and at entry points.
- ✓ Ensure that masks, Personal Protective Equipment (PPE), disinfectant wipes and gloves are distributed and used properly by all members of the cast and crew.

Note: Gloves may cause an allergic reaction or discomfort to individuals dependent on the type of glove issued, i.e. latex allergy. In such cases gloves are optional; however, while delivering medical assistance or undertaking security search procedures, the use of gloves should be mandatory and authorised on a “One-Task-One Glove” basis.

- ✓ Used masks and gloves should not be left unattended and should be disposed of appropriately, in designated clinical waste bins (to be provided at tactical locations), immediately after use. Ensure that hand-washing stations (running water, soap and paper towels) are made available at points of entry and common areas.
- ✓ Awareness campaigns and guidance guidelines for handwashing practices should be provided to the cast and crew (please see Appendix 1).
- ✓ Encourage the cast and crew to avoid touching their eyes, nose, and mouth as much as possible.
- ✓ Frequently touched objects including, but not limited to, tables, doorknobs, handles, printers, props, common equipment, costumes and set materials should be disinfected prior to their first use on set and after each use by cast and crew. Furthermore, disposable wipes should be used to wipe down frequently touched objects before use by the cast and crew.

Regularly touched items and high-volume areas should be subject to cleaning regimes with approved chemicals.

- ✓ Personal cast items including, but not limited to, equipment, props, costumes, make-up and hair appliances should be kept in individually labelled bags, which will include the name of each cast member.



# 1. General Health & Safety

## 1.1 General Requirements

- ✓ When possible, discourage cast and crew from sharing their colleagues' phones, desks, offices, other tools and equipment.
- ✓ Consider positioning additional security at all sites during prep and shooting to: (non-exhaustive list)
  - Direct and manage designated entry and exit points – taking into account emergency evacuation requirements;
  - Check permitted access to areas;
  - Open/close doors; and
  - Ensure specific areas on set are dressed and secured when not in use.
- ✓ Stagger arrival and departure times to the site to prevent congestion and ensure that social distancing practices are maintained and followed.
- ✓ Allocate sufficient time to enable a separation distance of at least 2 metres (6 feet) to be observed -both indoors and outdoors. If not possible, breach of distance should be for the shortest amount of time possible (ideally less than 15 minutes) and proper hygiene and COVID-19 prevention practices should be followed.
- ✓ Floor markings marking 2 metres separation distance and one-way routes can be used to prevent congestion.

Physically maintaining a 2 metres separation distance between individuals implies 4 m<sup>2</sup> per person in a clear space or 6 m<sup>2</sup> in a space with furniture or equipment.
- ✓ Budget in the time required for cleaning and disinfection.
- ✓ Ventilate interior spaces by opening windows, if available or through mechanical ventilation with fresh air.
- ✓ Add extra toilet facilities to reduce queuing and ensure all facilities are COVID-19 compliant.
- ✓ Provide adequate quantities of disposable paper towels or tissues and trash receptacles.



# 1. General Health & Safety

## 1.1 General Requirements

- ✓ Dispose of waste safely and regularly.
- ✓ All deliveries, including equipment, should be disinfected using disinfectants, which are approved by the Environmental Protection Agency (EPA), prior to being brought on set.
- ✓ Allocate a specific isolated zone for any items/materials that are to be delivered by external suppliers, to ensure all items are tracked and sterilized before general use by all cast and crew.

## 1.2 COVID-19 Health and Safety Team

- ✓ A COVID-19 health and safety team should be created, including an on-set Health and Safety Supervisor (HSS) and personnel responsible for monitoring communal areas. The team should be responsible for:
  - COVID-19 awareness and communications;
  - Briefing department heads on their responsibilities to ensure that their departments are compliant with health and safety measures and rules on set;
  - Planning ahead to by carrying out a risk assessment and setting out further controls, where needed;
  - Carrying out statutory/routine inspections;
  - Setting up an effective system to ensure that individuals who feel unwell on set report to their heads of departments;
  - Ensuring that appropriate cleaning staff have the necessary knowledge of COVID-19 compliant cleaning and disinfecting practices are deployed;
  - Setting out the penalties for non-compliance with health and safety rules and regulations on set; and
  - Setting up a system that allows the cast and crew to report non-compliance with health and safety rules on set; ask questions and suggest solutions, which will enhance their safety and productivity while on set.

# 1. General Health & Safety

## 1.2 COVID-19 Health and Safety Team



- ✓ The HSS role should either be designated to a qualified health and safety individual (dedicated role) or an appropriately trained crew member (dual role), depending on the complexity of the production.
- ✓ The health and safety team should provide induction training, including COVID-19 safe work practices to all the members, remotely prior to the commencement of production. Face-to-face training sessions should be avoided.
- ✓ The HSS should supervise and enforce social distancing practices and disinfecting protocols on set.
- ✓ HSS should be available on set at all times during working hours. All cast and crew should be provided with the HSS' contact information and details.
- ✓ HSS may appoint and monitor personal assistants (PA) from each department, to assist with monitoring compliance of health and safety rules by all departments on set.
- ✓ Prior to each shooting day, the appropriate personnel should prepare a list, on a daily basis, of cast and crew that are to be given access to the set. This list should be provided to the HSS for recording and monitoring purposes.
- ✓ Before entry to the set HSS should:
  - Require cast and crew to read and understand health and safety guidelines;
  - Check the temperatures of everyone entering the set or set-up thermal scanners at points of entry. If not possible position trained staff at entry point to carry out COVID-19 symptom checks including temperature checks;
  - Only allow entry to cast and crew whose names are on the aforementioned pre-prepared list (i.e. daily call sheet), which is provided by the appropriate personnel;
  - Maintain a movement record of cast and crew that enter and leave throughout the day; and
  - Require cast and crew to sign a health statement to confirm that they do not have COVID-19 symptoms or have been in contact with anyone displaying COVID-19 symptoms.



# 1. General Health & Safety

## 1.2 COVID-19 Health and Safety Team

- ✓ While on set, if a member of the cast and crew appears to have COVID-19 symptoms, the HSS should:
  - Isolate the member from the rest of the cast and crew by immediately placing the infected member in a clearly marked and isolated area.
  - Send them to the designated on-set quarantine area immediately for further checks;
  - Instruct the individual to seek appropriate medical advice;
  - Inform individuals who came in close contact with the cast member and ensure that they take the necessary precautions;
  - Ensure that the cast and crew are aware of and adhere to any applicable COVID-19 rules and regulations on self-quarantine and testing requirements in accordance with applicable laws, rules and regulations issued by the relevant authorities of the Emirate of Abu Dhabi; and
  - Halt the production; conduct COVID-19 testing on cast and crew, and disinfect the set before returning to work.
- ✓ The production's designated health and safety team should perform regular compliance inspections (including, but not limited to documented inspections to ensure that contractors are complying with all applicable requirements).

## 1.3 Risk Assessment

- ✓ A risk assessment should be conducted by a competent health and safety individual prior to carrying out production and construction activities, if any.
- ✓ Productions should communicate and brief its cast and crew on the risk assessment results conducted.



# 1. General Health & Safety

## 1.3 Risk Assessment

- ✓ The risk assessment should:
  - Highlight and list in detail:
    - ▶ Hazards that can cause harm;
    - ▶ How harm can be caused and to whom;
    - ▶ Measures required to hinder the transmission of COVID-19; and
    - ▶ If required, any extra precautions to be taken to hinder COVID-19 transmission.
  - Be detailed and specific to each production, keeping in mind: (non-exhaustive)
    - ▶ The location;
    - ▶ The script;
    - ▶ The technology/equipment/props being used;
    - ▶ The cast and crew (elderly, high risk/vulnerable ); and
    - ▶ The technicality and nature of the production.

## 1.4 Holding and Common Areas

- ✓ If possible, common areas should be set up outdoors.
- ✓ Seating should be arranged in a manner that promotes social distancing, for instance by: (non-exhaustive list)
  - Physically moving tables/chairs so they are 2 metres apart; and
  - Staggering break times so individuals are not using break rooms, canteens, rest areas or changing facilities at the same time.
- ✓ 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 different times, to limit contact between different departments.



## 2. On-Set/Filming Guidelines

### 2.1 General

- ✓ Where applicable, filming should be scheduled to avoid sterilization periods or other curfews as imposed by the relevant Abu Dhabi authorities (if any). Otherwise, alternatively appropriate permissions should be obtained.
- ✓ Locations and sets should be covered, dressed or sealed for a period of time and disinfected before use.
- ✓ Each department should be given access to the set at different times.
- ✓ Departments should coordinate work schedules so that a minimum number of people are given access to a single space at one time.
- ✓ Utilize all available studio space to reduce the turn-around of studios to avoid unnecessarily moving kits/scenery etc.
- ✓ Review and modify the set design to reduce the requirement for close working and time to the rig the studio.
- ✓ Close off and obstruct no-go zones.
- ✓ Entry and exit points to set should be established at an early stage and monitored to ensure that no unauthorized personnel gain access to the set.
- ✓ All essential personnel should be pre-registered in advance to speed up access to the set and limit interaction time. If not possible, incorporate additional time into the production schedule to prepare the set and safely admit the cast and crew.
- ✓ A socially distanced queuing procedure should be set up to sign in/sign out the cast and crew at entry and exit points.
- ✓ Shoot days should be limited to certain number of hours per day.
- ✓ There should be no unnecessary physical contact between cast and crew.
- ✓ Cast to practice social distancing measures (a 2 metres separation distance) as much as possible - manipulate the camera to make the cast look closer together.
- ✓ Disinfect and deep clean sets before and after each day of shooting and close the set entirely when not in use.



## 2. On-Set/ Filming Guidelines

### 2.1 General

- ✓ When applicable, (i.e. filming a documentary) all interviews should be conducted remotely.

### 2.2 Filming Outdoors

- ✓ Ensure the safety of the general public by maintaining a 2 metres separation distance between cast/crew and the public.
- ✓ Choose a public location that will provide enough space for all required production activities while keeping in mind social distancing practices.
- ✓ Choose a public location where access/working areas can be isolated and secured from the general public.
- ✓ Provide hygienic facilities to cast and crew.
- ✓ Cordon off the location with suitable and noticeable barriers. If possible, post signage and posters where appropriate.

### 2.3 Filming with an Audience

- ✓ Reduce audience count by a certain percentage - to be decided on a case by case basis depending on what is appropriate for the production itself, as well as keeping in mind the general COVID-19 health and safety guidelines issued by the relevant Abu Dhabi authorities.
- ✓ Arrange seats for audience members while keeping in mind social distancing practices.
- ✓ A physical separation of 2 metres should be maintained between the cast/crew and the audience members at all times.
- ✓ Audience member should be required to wear face masks at all times.
- ✓ If possible, access to individuals from outside of the jurisdiction should not be permitted.

## 3. Cast & Crew



### 3.1 General

- ✓ Before production begins, cast and crew should be placed in quarantine in accordance with the relevant local authority's requirements.
- ✓ Cast and crew should be tested after the quarantine period ends in accordance with the relevant health authorities' test protocols applicable at that time.
- ✓ Cast and crew should be required to disclose underlying health conditions.
- ✓ If the crew are required to work in pairs, buddy them together and ensure the same pair work together to avoid contact with multiple individuals.
- ✓ Split crew members into small teams and ensure the same individuals are always allocated to the same team to avoid contact with multiple individuals. When different groups of the small crew teams meet, ensure that a separation distance of 2 meters is always maintained.
- ✓ Crew should wear masks and gloves at all times on set. Gloves are to be changed and disposed of frequently.
- ✓ Crew already on set should be used as extras. Accordingly, budget in back-up crew and cast.

### 3.2 Casting

- ✓ Casting should be conducted remotely. If this is not possible, ensure that the audition is held in an open large space to accommodate social distancing practices. Installation of physical see-through barriers is recommended.
- ✓ When possible, cast real families if the characters are required to physically interact on screen.
- ✓ Scripts should be distributed electronically. If this is not possible, dispose of hard copies after each reading.

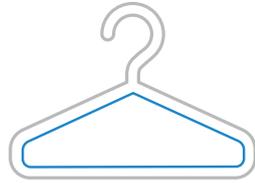
## 3. Cast & Crew



### 3.3 Cast & Crew from Outside the UAE

- ✓ Upon arrival to Abu Dhabi, ensure that cast and crew adhere to Abu Dhabi's health and safety guidance on self-quarantine and undertake all recommended health tests and/or checks. Furthermore, continuously monitor updates, as Abu Dhabi health and safety guidance is updated from time to time.
- ✓ All calls, conferences and meetings should be held remotely.
  - Ensure cast and crew sign a health declaration stating that:
  - They do not have COVID-19 symptoms or were near anyone who appeared to have said symptoms;
  - They do not have underlying health conditions;
  - They should immediately declare if they begin to show or were in contact with anyone showing COVID-19 symptoms;
  - They should abide by the UAE guidance set in place (as updated from time to time); and
  - They will remain isolated or will limit their contact with individuals if they have tested positive, or have been in close contact with an individual who has tested positive or as otherwise instructed by relevant local authorities.
- ✓ Provide appropriate accommodation in accordance with the applicable rules and regulations issued by the relevant Abu Dhabi authorities.
- ✓ Ensure vehicle occupancy levels are maintained as per the relevant local laws in the Emirate of Abu Dhabi.
- ✓ Budget in additional accommodation (trailers, rooms, bed space), which may be required, as sharing should not be permitted.
- ✓ Accommodation provided should adhere to social distancing practices.

## 4. Wardrobe



- ✓ Costumes, props and sets should be dressed and disinfected before production begins.
- ✓ Wardrobe fittings are to be conducted remotely.
- ✓ Key props are to be handled by a limited number of cast, and only if necessary.
- ✓ Label and store each cast's clothing in separate bags.
- ✓ Clothes and props are not to be shared by cast members without prior disinfection.
- ✓ If necessary, assisted styling is 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 and supplies are to be purchased for and should be used on an individual cast member and should be labelled and stored appropriately. If possible, use single-use applicators.
- ✓ Before and after each session, both cast and crew should wash and sanitize their hands.
- ✓ Work stations should be safely distanced apart, cleaned and disinfected before and after each use.
- ✓ Only if necessary, apply hair and make-up on featured cast only.
- ✓ Encourage cast to do their own make-up and hair.
- ✓ Cast should touch-up and remove their own make-up.

## 6. Catering



- ✓ Stagger meal and break times, or run a continuous day system, to avoid congestion in eating areas. If possible, use a one-way system to navigate the eating area.
- ✓ Meals and drinks should be served and packaged as single serving portions.
- ✓ Require the use of individually wrapped disposable cutlery, cups, utensils, dishes and plates for use by individual cast and crew.
- ✓ Appoint a trusted individual and restaurant for delivery of meals.
  - All food suppliers are subject to the applicable regulations, set out by Abu Dhabi's Agriculture and Food Safety Authority (ADAFSA).
- ✓ Ensure food transportation has dedicated sanitisation and temperature control procedures.
- ✓ After each meal, all contact surfaces should be sanitized and all used containers, cutlery and papers should be discarded.
- ✓ Designated PA from each department should collect meals and return meals to their said department. PA should be required to wear PPE and follow health and safety rules when interacting with the food supplier.
- ✓ Encourage cast and crew to bring their own food from home and to eat in their cars.
- ✓ Cast and crew should not be permitted to leave the set to obtain their own food during working hours.
- ✓ Do not permit:
  - Buffets as per the applicable guidelines set out by Abu Dhabi's Agriculture and Food Safety Authority (ADAFSA);
  - Coffee/water/drinks stations;
  - Shared snack bowls; and
  - Unpackaged foods.

## 7. Transport



- ✓ Avoid public transportation.
- ✓ Limit the number of individuals to be seated in cars used for production to three.
- ✓ While in the vehicle, ensure that social distancing practices are maintained and all cast and crew are wearing masks and gloves at all times.
- ✓ Advise cast and crew to use their own vehicles.
- ✓ Ensure cars used for production are regularly disinfected and cleaned.

## 8. Cleaning and Sanitization



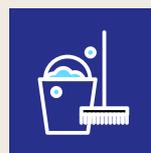
- ✓ Productions should monitor and implement the following cleaning and sanitization protocols:
  - Employ dedicated cleaning staff;
  - Supply cleaning staff with suitable and effective cleaning materials and chemicals specifically designed to enhance COVID-19 protection;
  - Use color coded equipment for cleaning specific areas:

### Color Coded Cleaning System

Prevent cross-contamination by using mops and buckets in the designated areas



**Wash basins and  
other washroom  
services**



**General lower risk  
areas (excluding  
food areas)**



**Sanitary appliances  
and washroom  
floors**



**General food  
and bar use**

## 8. Cleaning and Sanitization



- Ensure that cleaning regimes are followed correctly, via inspection and verification;
- Ensure all areas are cleaned and sanitized on a regular basis;
- Ensure all cleaning operations are fully documented;
- Ensure high use areas are subject to more regular cleaning and sanitization;
- Ensure areas to be used for production are subject to deep cleaning principles prior to commencement of works;
- Ensure high use / high touch items (door handles, office equipment etc.) are subject to cleaning prior to daily operations, at regular intervals during the day and at end of operations;
- Ensure any areas which are suspected of contamination are cleaned immediately, making sure they are cordoned off from non-essential personnel;
- Ensure sanitized areas when not in use are locked; and
- Ensure that the designated medical quarantine area on-set is sanitized on a daily basis and immediately after use.

## 9. Additional twofour54 Site Specific Requirements



### 9.1 KIZAD Site Entry Protocols

#### 9.1.1 Normal Entry Procedures (Staff, Authorized Visitors, Deliveries)

- ✓ All individuals arriving at KIZAD will be subject to the following entry procedures:
  - Stop vehicle at security barrier;
  - Await arrival of the site's security officer or KIZAD staff;
  - Allow temperature monitoring of the forehead area with a handheld thermometer; and
  - All the passengers of the vehicle will be subject to individual tests, carried out in the same manner.
- ✓ In case the thermometer shows an error in temperature. It is advised that the individual alights their vehicle and stands still while a temperature reading is attempted again.

#### 9.1.2 Normal Entry Procedures (Production and Construction, SFX crew)

- ✓ It is expected that large numbers of personnel will be involved with specific productions or construction projects. It is therefore likely that normal entry procedures will interfere with daily operations and overall project delivery. As such, a separate entry procedure is to be enforced as follows:
  - All personnel arriving from outside the UAE are subject to a documented quarantine period from arrival in the UAE in accordance with applicable rules and regulations issued by the relevant authorities of the Emirate of Abu Dhabi;
  - All personnel should have and present evidence of a negative COVID-19 test as required by the rules and regulations issued by the relevant authorities of the Emirate of Abu Dhabi;
  - Anticipated arrival times on site are to be notified directly to KIZAD operations, 24 hours before planned arrival. For construction projects a register of individuals expected to be on site is required. For production projects, a call sheet will be sufficient;

## 9. Additional twofour54 Site Specific Requirements



### 9.1 KIZAD Site Entry Protocols

#### 9.1.2 Normal Entry Procedures (Production and Construction, SFX crew)

- Specific crew or contractors are to arrive at the KIZAD location and park on the right-hand side of the road, allowing normal vehicular access through the security gates;
- Individuals are to remain in their individual modes of transport awaiting instructions from the site's security staff;
- On instruction from the site's security personnel, individuals are to make their way to the guardroom outside the security barrier;
- Social distancing should be maintained during thermal scanning; and
- Individuals should follow instructions of twofour54's security personnel for pass or fail results. Anyone displaying COVID-19 symptoms would not be allowed on the site.

### 9.2 Studio B Site Entry Protocols (additional to the above general requirements protocols which must be followed at twofour54's sites)

#### 9.2.1 Normal Entry Procedures

- ✓ All individuals arriving at Studio B will be subject to the following entry procedures:
  - If possible, before entry to the site it is advised that all individuals go through the disinfectant fogging tent installed at the main entrance, unless the individual has a medical condition;
  - Individuals are to report to the site's security at reception.
  - Individuals should complete twofour54's applicable COVID-19 Screening questionnaire and sign in at reception;
  - Temperature and thermal scanning checks are performed. This is non-invasive but allows a formal temperature reading to be taken;
  - Individuals are to scan the Al Hoshn App Scanner to provide details of their COVID-19 status;



## 9. Additional twofour54 Site Specific Requirements

### 9.2 Studio B Site Entry Protocols (additional to the above general requirements protocols which must be followed at twofour54's sites)

#### 9.2.1 Normal Entry Procedures

- Individuals are to be provided with a one-page induction and COVID-19 rules requirements are explained; and
- Individuals should be required to sign the induction documentation.

### 9.3 Health and Safety Site Requirements (additional to the above general requirements protocols which must be followed at twofour54's sites)

#### 9.3.1 General

- ✓ During pre-production visits and meetings and prior to entry on site, the production's health and safety team should ensure that all cast and crew sign twofour54's OSH-111-COVID-19 Screening Questionnaire.
- ✓ Pre-production client and/or contractor meetings should be held in meeting rooms equipped with a minimum of 60% alcohol – based hand sanitizers and pedal operated bins. Productions should follow a 30% occupancy rule and individuals should not be permitted to share pens, notebooks etc.
- ✓ While conducting site visits and pre-production checks, all individuals are to report to the site's security gate and follow the site entry procedures including, but not limited to site induction. Documents recording checks and inspections undertaken should be signed and retained by productions.
- ✓ Maintenance visits conducted by productions should be kept to a minimum but if necessary, the guidance within this document should be followed. twofour54's applicable Permit to Work process is to be followed for any maintenance works required.
- ✓ Productions should monitor and implement the cleaning and sanitization protocols (which are highlighted in section 9 – Cleaning and Sanitization) in accordance with the instructions provided by twofour54's health and safety staff.
- ✓ If a member of the cast and crew are showing COVID-19 symptoms, ensure that the production is stopped immediately, and that the case is reported to twofour54's point of contact and the necessary protocols are completed before re-occupying the set.

## 9. Additional twofour54 Site Specific Requirements



### 9.3 Health and Safety Site Requirements (additional to the above general requirements protocols which must be followed at twofour54's sites)

#### 9.3.2 Deliveries

- ✓ Only authorized consignment delivery drivers are to report to the main gate and should follow the site requirements including, but not limited to: temperature monitoring, social distancing, using masks and using only loading and unloading zones.
- ✓ Packages and deliveries should be logged and a register maintained.
- ✓ twofour54's Client /Contractor Equipment /Tool Inspection Form should be completed for any equipment brought on site.
- ✓ If possible, shipment /delivery documents should be in digital format to avoid the exchange of physical paperwork.
- ✓ Materials and/or packages are to undergo disinfection prior to storing and storage areas should be disinfected daily. If disinfection is not possible, the items should be stored in a holding area for a period of 72 hours prior to use.
- ✓ Waste should be removed from the site according to the site's specific waste management procedures.

#### 9.3.3 Set preparation and Decoration

##### 9.3.3.1 Contractors on Site

- ✓ Productions should ensure that all contractors abide by the following health and safety rules and any such instructions, which may be provided by twofour54's health and safety staff:
  - Contractors used on site should be approved according to the Contractor OSH Prequalification Process - Questionnaire for Contractor OSH pre-qualification;
  - All contractors should complete the OSH-111-COVID-19 Screening Questionnaire;
  - Contractors should provide risk assessments related to any construction activities, using the Contractor Risk Assessment Questionnaire. Risk assessments should take into account COVID-19 risks and ensure control measures are implemented;



## 9. Additional twofour54 Site Specific Requirements

### 9.3 Health and Safety Site Requirements (additional to the above general requirements protocols which must be followed at twofour54's sites)

#### 9.3.3 Set preparation and Decoration

##### 9.3.3.1 Contractors on Site

- Safe Systems of Work is to be completed for high risk activities in the Contractor Safe Work Method Statement form;
- All the contractor's staff should be tested for COVID-19 prior to entering the site;
- Work activities should be arranged in small groups to ensure social distancing is maintained;
- All the contractor's staff should be trained on hygiene practices and COVID-19 related site requirements. Training registers should be maintained and be available upon request;
- All contractors should wear the required PPE related to their activities in addition to face masks at all times;
- Contractors have responsibility for their own safety and should adhere and cooperate with good hygiene practices to protect themselves from infectious diseases or from spreading the virus;
- No food, personal belongings or equipment should be shared unless it is disinfected prior to use; and
- The contractor's employees should immediately inform their employer if they exhibit any COVID-19 symptoms or have been in contact with a positive case.

##### 9.3.3.2 Set construction activities over 24 hours with heavy machinery and equipment

- ✓ Tools and equipment should be disinfected prior, during, between and after each use and it is advised that tools and equipment should not be shared amongst individuals.
- ✓ Additional health and safety requirements with regards to PPE and (Permit to Work (PTW) procedures should apply.

## 9. Additional twofour54 Site Specific Requirements



### 9.3 Health and Safety Site Requirements (additional to the above general requirements protocols which must be followed at twofour54's sites)

#### 9.3.3 Set preparation and Decoration

##### 9.3.3.3 - Set construction and filming activities with production and construction crew on set

- ✓ Productions should prepare and subsequently provide to twofour54's point of contact a project plan to control construction and filming activities that are scheduled simultaneously. Production teams and construction teams should coordinate activities to ensure health and safety precautions are adhered to at all times.
- ✓ During construction work, productions should adhere with the arrangements required as identified by twofour54 while undertaking production.
- ✓ If large groups of construction workers are required for set building, working hours are to be staggered and all workers should follow the requirements as provided in these guidelines for welfare facilities and catering.
- ✓ Seating arrangements should adhere to the social distancing requirements.

## 10. Other Useful Resources



- ✓ Awareness materials can be found available at Coronavirus (COVID-19) Awareness materials, from MOHAP. If you require further information, please click the following link: <https://www.mohap.gov.ae/en/AwarenessCenter/Pages/COVID19-EAMA.aspx>
- ✓ Health and safety support, training and professional specialized advice can be obtained from the following recommended safety consultant companies:
  - First Option Safety Group Ltd  
<https://www.firstoption.group/contact>
  - 4See Consultancy LLC  
<http://www.4see.ae>

## 11. Contact



If you require further information or if you have any questions with regards to the above please send an email to: [covidguidance@film.gov.ae](mailto:covidguidance@film.gov.ae)

## APPENDIX 1

# Personal Hygiene Practices

Hand washing is the single most important measure in reducing the spread of disease and infections. The following are examples of when to wash hands (not an exhaustive list):

- Before starting work and just before the end of the working day;
- Before and after physical contact with an individual;
- Whenever hands become visibly soiled;
- Before and after removing any protective clothing;
- After handling contaminated items such as gloves, clothing, face masks, individual equipment, food storage items;
- After handling contaminated waste;
- Before preparing, eating, drinking or handling food;
- After visiting the toilet; and
- After blowing your nose and/or covering a sneeze.

In order for effective hand washing to take place the arms should be bare from the elbows down and jewelry should be removed. In summary:

- Wet hands with water (preferably running);
- Dispense a portion of liquid soap onto wet hands;
- Rub and lather solution;
- Undertake the systematic hand wash technique;
- Rinse hand thoroughly under running water / fresh water;
- Dry hands thoroughly with disposable paper towels (or alternative); and
- Discard paper towels in waste bins provided.

## APPENDIX 1

# Personal Hygiene Practices

If the cast and crew do not have access to soap and water, encourage the use of alcohol-based hand sanitizers with an alcohol content of 60-90%. In summary:

- Ensure there is no obvious contamination of the hands.
- Dispense the required amount of solution onto the dry palms, and then cover all areas of the hands;
- Rub the solution into the hands using the hand rubbing technique;
- Continue rubbing until the solution has dried from the hands;
- Do not use hand sanitizers on hands that are visibly contaminated with blood and/or bodily fluids; immediately after washing your hands with soap and water; and following removal of gloves.

Note: Hand washing should be the primary method of hand decontamination. Hand sanitizer should be used when access to full hand washing facilities is unavailable. During construction and production phases and through dynamic risk assessment, the placement of sanitization stations will be briefed to all users on site.