

COVID-19 PRODUCTION GUIDELINES



COVID-19 PRODUCTION GUIDELINES

MANDATORY REQUIREMENTS

As per the **Media Regulatory Office (MRO) of the Ministry of Culture and Youth Circular No (10) year 2020** 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; and
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, 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 production companies 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

- ✓ Production companies must:
 - Abide by the MRO 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 vaccination, self-quarantine – including, self-quarantine guidelines for individuals who are travelling to the Emirate of Abu Dhabi and have/have not received the COVID-19 vaccine and for individuals who have come into close contact with a positive case, COVID-19 testing and validity periods necessary to maintain green status on Alhosn Application to permit an individual entry to the set; and 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 the relevant entities and
 - Consult with the relevant local health authorities' officials with regards to the recommended COVID-19 vaccination and testing policies.
- ✓ Production companies should check with their studio facility or shooting locations in advance with regards to specific site requirements (e.g. COVID-19 testing requirements; green status on Alhosn Application etc).
- ✓ Limit entry on set to essential personnel only. Production companies and the relevant security and safety team should ensure only essential personnel are present at the shooting location.
- ✓ 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 MRO Circular No (10) as set out above and

1. General Health & Safety



1.1 General Requirements

the applicable COVID-19 specific rules and regulations issued by the relevant authorities of the Emirate of Abu Dhabi.

- ✓ All individuals should download the Alhosn Application on their mobile phones to demonstrate their green status to be permitted access to the production site. Regular PCR tests should be undertaken as per the authorities' requirements (which may be updated from time to time) to maintain green status on the Alhosn Application. Individuals with gray or red status on the Alhosn Application will be prohibited from accessing the production site.
- ✓ Measure the temperature of all individuals entering the production site or install thermal cameras at points of entry. Furthermore, do not permit entry to any individual who has a temperature that is above 37.5 degrees Celsius.
- ✓ If any individual has a temperature that exceeds 37.5 degrees Celsius, such person should remain in a designated isolation room and their temperature checked again on three consecutive occasions maintaining 5 minutes intervals in between each check. Medical support should be sought if the temperature remains in excess of 37.5 degrees Celsius.
- ✓ 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.



1. General Health & Safety

1.1 General Requirements

- ✓ Extra care and precautionary measures should be taken to protect vulnerable and high-risk persons including but not limited to 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. Such individuals are advised to seek medical advice to determine if they are exempt from obtaining the vaccine. Upon obtaining said medical advice, if such individuals are cleared to take the COVID-19 vaccine, as per the applicable COVID-19 specific rules and regulations issued by the relevant authorities of the Emirate of Abu Dhabi, then, they should proceed with obtaining the vaccine. In addition, the below measures should be followed:
 - 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.

- ✓ 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.
- ✓ Provide – and appropriately, distribute in all facilities - a sufficient quantity of hand sanitizers that contain not less than [60-90%] of alcohol to enable easy access to sanitizers and allow continuous availability for all individuals.
- ✓ Ensure that masks, Personal Protective Equipment (PPE), disinfectant wipes and gloves are distributed and used properly by all members of the cast and crew and ensure that individuals change PPE regularly during working hours.

Note: Using gloves is optional; however, whilst delivering medical assistance or undertaking security search procedures, the use of gloves should be mandatory and authorised on a “One-Task-One Glove” basis.

1. General Health & Safety



1.1 General Requirements

- ✓ Used masks and gloves should not be left unattended and should be disposed of appropriately, in designated hazardous waste bins (to be provided at clear and defined 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 hand washing 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.
- ✓ When possible, discourage cast and crew from sharing their colleagues' phones, laptops/computers, 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.
- ✓ Provide appropriate thermal survey equipment at production sites to ensure regular and continuous thermal survey of all individuals in line with risk assessment results.
- ✓ 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 ensure that social distancing is observed between personnel - both indoors and outdoors. If not possible, any 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.
- ✓ Budget in the time required for cleaning and disinfection.



1. General Health & Safety

1.1 General Requirements

- ✓ 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.
- ✓ 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:
 - Ensuring the implementation of the guidelines as outlined in these COVID-19 Production Guidelines and providing regular compliance reports to the production company's management team;
 - 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 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;

1. General Health & Safety

1.2 COVID-19 Health and Safety Team



- 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;
 - 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; and
 - Developing comprehensive emergency management plans, which clearly indicate roles and responsibilities, for all type of risks including, but not limited to, contraction of COVID-19.
- ✓ 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 health and safety team should maintain and keep up to date a master list of the vaccination status of all team members (including where applicable the form of vaccine obtained).
 - ✓ 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.

1. General Health & Safety

1.2 COVID-19 Health and Safety Team



- ✓ Before entry to the set, HSS should:
 - Ensure that the entry requirements for vaccinated, exempted and unvaccinated persons are met;
 - 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.
- ✓ 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;



1. General Health & Safety

1.3 Risk Assessment

- 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 company'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).
- ✓ Where production companies provide COVID-19 testing on site, they should ensure that it is carried out in a safe manner, and in an appropriate setting where control measures are in place to manage the risk of COVID-19 transmission. This includes maintaining social distancing practices where possible, frequent cleaning, good hygiene and adequate ventilation. Production companies should also ensure that an appropriate waiting area is made available for individuals while their test is processed.

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.
- ✓ Production companies should communicate and brief its cast and crew on the risk assessment results conducted.
- ✓ 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.

1. General Health & Safety



1.3 Risk Assessment

- 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.
- ✓ 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.
- ✓ 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 de- 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.
- ✓ Ensure that only essential members of the cast and crew are present at the shooting location.
- ✓ Ensure that all cast and crew are fully vaccinated (unless exempt) and are undergoing COVID-19 PCR tests regularly to maintain their green status in the Alhosn Application (as per the applicable COVID-19 specific rules and regulations issued by the relevant authorities of the Emirate of Abu Dhabi, which may be updated from time to time).
- ✓ Ensure that individuals who are exempt are in possession of an approved exemption certificate, which should be reflected as a green status in the Alhosn Application.

2. On-Set/ Filming Guidelines



2.1 General

- ✓ A socially distanced queuing procedure should be set up to sign in/sign out the cast and crew at entry and exit points.
- ✓ There should be no unnecessary physical contact between cast and crew.
- ✓ Cast to practice social distancing measures 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.
- ✓ When applicable, (i.e. filming a documentary) interviews should be conducted remotely as frequently as possible.

2.2 Filming Outdoors

- ✓ Ensure the safety of the general public by maintaining social distancing 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.

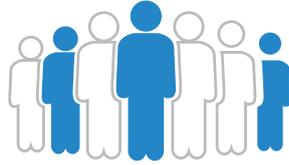
2. On-Set/ Filming Guidelines



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.
- ✓ Ensure that all audience members are fully vaccinated (unless exempt) and have the green status in the Alhosn Application.
- ✓ Arrange seats for audience members keeping in mind social distancing practices.
- ✓ A physical separation should be maintained between the cast/crew and the audience members at all times.
- ✓ Audience members 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



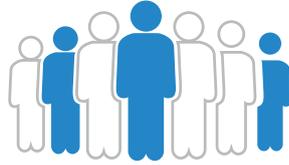
3.1 General

- ✓ Before production begins, cast and crew should follow the relevant quarantine rules as set out by the local authorities, as required,
- ✓ All cast and crew should perform a COVID-19 PCR test on a regular basis to maintain their green status in the Alhosn Application in line with the relevant authorities' instructions. Additionally, all individuals including those who have received the COVID-19 vaccination should perform a COVID-19 PCR test prior to the start of production activities and should provide proof of their PCR test result issued within the last 48 hours.
- ✓ Cast and crew should be required to disclose underlying health conditions, records of which are to be retained by the production in accordance with applicable data protection laws.
- ✓ If the crew is 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, maintain separation between the groups as much as possible.
- ✓ Crew should wear masks and gloves as required on set including behind the scenes and between shooting. Gloves should be changed and disposed of frequently.

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.

3. Cast & Crew

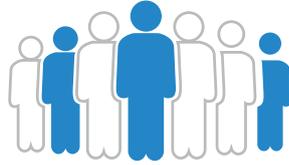


- ✓ Scripts should be distributed electronically. If this is not possible, each cast member should have their own hard copy script.

3.3 Cast & Crew from Outside the UAE

- ✓ Visitors must undertake a COVID-19 PCR test within 48 hours of departure.
- ✓ Fully vaccinated overseas visitors, with a World Health Organization (WHO) approved vaccine must register their vaccination certificates issued abroad via the Federal Authority for Identity and Citizenship (ICA) website and complete the Alhosn Application registration process.
- ✓ Overseas visitors who are facing technical issues with the Alhosn Application can present an attested vaccination certificate from their official resident country's Health Authority Application or official attested vaccination report/certificate, as well as the SMS received, which evidences a negative PCR result obtained from the PCR test taken upon arrival at a UAE airport.
- ✓ Unvaccinated visitors, visitors who have received vaccines, which are not approved by WHO and those without a valid vaccination certificate should present proof of a negative COVID-19 PCR test taken in the last 48 hours in order to gain entry to the production site.
- ✓ Visitors who are exempt from taking the COVID-19 vaccine due to pre-approved medical reasons (as categorized by the relevant UAE authorities) should obtain an exemption certificate from an accredited center, clinic or hospital. This exemption will then be reflected on the Alhosn Application and the green status will be displayed provided that the exempt individuals undertake regular COVID-19 PCR testing as per the applicable local guidelines, rules and regulations.
- ✓ Adhere to Abu Dhabi Health Authority's self-quarantine rules as applicable and undertake all required COVID-19 PCR tests as specified by the relevant UAE authorities.

3. Cast & Crew



To remain up-to-date, please ensure to regularly check the applicable COVID-19 specific rules and regulations issued by the relevant authorities of the Emirate of Abu Dhabi, as they may be updated from time to time.

- ✓ All calls, conferences and meetings should be held remotely as much as possible.
- ✓ 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 are fully vaccinated or in possession of an approved vaccination exemption certificate.
 - 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 and regulations in the Emirate of Abu Dhabi.
- ✓ Accommodation provided should adhere to social distancing practices as well as the relevant local laws and regulations in the Emirate of Abu Dhabi.

4. Wardrobe



- ✓ Costumes, props and sets should be dressed and disinfected before production begins.
- ✓ Wardrobe fittings are to be conducted remotely as much as possible.
- ✓ 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.
- ✓ In the event that personalized items for each individual may not be provided, used items including, but not limited to equipment, props, costumes, make-up and hair appliances should be disinfected and sanitized before and after each use.
- ✓ Before and after each session, both cast and crew should wash and sanitize their hands.
- ✓ Members of the crew should wear a mask and a face shield when applying make-up to cast members.
- ✓ 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 if possible.

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 sanitization and temperature control procedures.
- ✓ After each meal, all contact surfaces should be sanitized and all used containers, cutlery and papers should be discarded.
- ✓ Designated PAs from each department should collect meals and return meals to their said department. PAs should be required to wear PPE and follow health and safety rules when interacting with the food supplier.
- ✓ 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



- ✓ 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



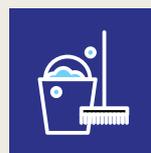
- ✓ Production companies should monitor and implement the following cleaning and sanitization protocols:
 - Employ dedicated cleaning staff;
 - Supply cleaning staff with suitable and effective cleaning materials and chemicals specifically designed to enhance COVID-19 protection;
 - Use color coded equipment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

Color Coded Cleaning System

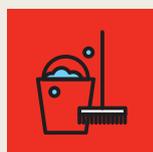
Prevent cross-contamination by using mops and buckets in the designated areas.



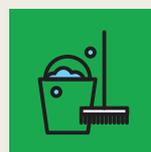
**Wash basins and
other washroom
services**



**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 procedures prior to commencement of work;
- 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;
- Ensure that the designated medical quarantine area on-set is sanitized on a daily basis and immediately after use;
- Ensure that restrooms are cleaned and sanitized on a regular basis after each usage and ensure to fully document the procedure followed;
- Ensure that the employee responsible for disinfecting the isolation room wears appropriate PPE at all times during the disinfection process;
- Ensure that 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.

- Ensure that 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. In the event that personalized items for each individual may not be provided, used items including, but not limited to equipment, props, costumes, make-up and hair appliances should be disinfected and sanitized before and after each use.

9. Additional twofour54 Site Specific Requirements



[additional to the above **general requirements** protocols which must be followed at twofour54's sites]

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/wrist with a handheld thermometer; and
 - Facilitate the confirmation of green status of the Alhosn Application.
 - All the passengers of the vehicle will be subject to individual tests and checking, 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 may be subject to a documented quarantine period upon 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 green status in Alhosn Application with COVID-19 PCR tests undertaken at required intervals to fulfill the applicable green pass protocol as required by the Abu Dhabi government.

9. Additional twofour54 Site Specific Requirements



(additional to the above **general requirements** protocols which must be followed at twofour54's sites)

9.1 KIZAD Site Entry Protocols

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

- 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;
- 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 Alhosn Application status checking; and
- Individuals should follow instructions of twofour54's security personnel for pass or fail results. Anyone displaying COVID-19 symptoms or those that do not present a valid green status in Alhosn Application will not be allowed on the site.

9. Additional twofour54 Site Specific Requirements



[additional to the above **general requirements** protocols which must be followed at twofour54's sites]

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:-
 - 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;
 - Thermal scanning is to be performed;
 - Individuals are to have green status in Alhosn Application and should scan the Alhosn Application to provide details of their COVID-19 status; 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. Production companies should follow a 30% occupancy rule and individuals should not be permitted to share pens, notebooks etc.
- ✓ All client and/or contractor involved in pre-production visits and meetings should have and present green status in the Alhosn Application to be granted entry to the site.
- ✓ 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



9. Additional twofour54 Site Specific Requirements

(additional to the above **general requirements** protocols which must be followed at twofour54's sites)

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

limited to site induction. Documents recording checks and inspections undertaken should be signed and retained by the production company.

- ✓ Maintenance visits conducted by production companies 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.
- ✓ Production companies should monitor and implement the cleaning and sanitization protocols (which are highlighted in section 8 – Cleaning and Sanitization) in accordance with the instructions provided by twofour54's health and safety staff.
- ✓ If a member of the cast and crew is exhibiting 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.

9.3.2 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, Alhoshn Application checking for green status, 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 (as applicable) 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. Additional twofour54 Site Specific 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

- ✓ Production companies 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;
 - 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 have and present a green status in the Alhosn Application 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

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)

9.3.3.1 Contractors on Site

- 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.

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

- ✓ Production companies 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, production companies 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

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.