

## The New Rulebook

### Guidelines for Commercial Film Production in South Africa based on risk adjusted strategy.

#### The way forward

As a result of the Covid-19 pandemic and its impact on our country, health + safety and livelihood as a whole, it has prompted us to create a new working protocol which we would like to present below for your consideration.

It is our responsibility to our workforce that we are doing everything we can to ensure that risk of infection and transmission is minimised on set and every possible precaution is considered and implemented based on the risk adjusted approach implemented by Government.

We will restrict the number of film crew on set according to the government requirements at each alert level and work within the restrictions to ensure that there is safe working distance and screening protocols. The goal will be to limit exposure to each individual in our work place.

Mandatory requirements to be implemented as follows with immediate effect in line with Government Guidelines to minimise the risk of contagion and transmission. Namely by ensuring that proper hygiene and the required social distancing is maintained

To follow, we have included a detailed rundown of the current recommended protocols we intend to implement in the workplace based on local legislation and official recommendations put forth by Government and Health Authorities. In addition we have included the Commercial Film sectors' specific measures / rules and guidelines to ensure a safe and responsible work protocol is instilled with immediate effect.

See below:

- ✓ We will encourage a work-from-home strategy where possible for freelance and permanent Production + Administrative office-based staff, and any person/s who can work remotely must be allowed to do so.
- ✓ All employers will screen staff on a daily basis for symptoms of COVID-19, including a symptom check as well as temperature assessment.
- ✓ Stringent social distancing measures will be implemented in the workplace
- ✓ All employees and freelancers will use a cloth mask where social distancing is not possible

- ✓ Work environment will have sanitisers available or hand washing facilities with soap.
- ✓ Individual film production businesses or workplaces will have COVID-19 risk assessments and plans in place, and must conduct worker education on COVID-19 and protection measures.
- ✓ Identification and protection of vulnerable employees will be mandatory
- ✓ Safe transport of employees
- ✓ Screening of employees on entering the workplace
- ✓ Prevention of viral spread in the workplace: which would include cleaning of surfaces and shared equipment and ensuring good ventilation
- ✓ Monitoring systems must be in place to (1) ensure compliance with safety protocols and (2) identify infections among employees

Practical Implementation and putting Government guidelines for the workplace into practice on commercial film sets based on level 4 restrictions

### **Daily Protocols**

All departments will be encouraged to exercise and follow best practice methods and protocols at all times.

A qualified Health + Safety Officer / Medic / Monitor will be allocated to every commercial film set workplace for the duration of the production. This person will be responsible for overseeing health checks and ensuring that all safety protocols are adhered to including regular hand washing and overseeing appropriate sanitation protocols are complied with at all times.

A monitoring system will be implemented that prior to any travel to the workplace, the crew member will confirm via sms to the allocated Health + Safety Officer that they are asymptomatic (ie they are not experiencing any symptoms associated with COVID-19).

On arrival at the film set all people will be screened by the Health + Safety team where they will be required to submit to :

- ✓ Temperature test
- ✓ Short health questionnaire
- ✓ Report if they have been in contact with anyone suspected of having COVID-19
- ✓ COVID-19 Symptom protocol
- ✓ Anyone exhibiting mild or severe COVID-19 symptoms will not be permitted onto set.

- ✓ Symptoms include, but are not limited to – dry cough, fever, muscle pain and sore throat. All people on set will be informed to let key personnel know if they develop any symptoms of illness and appropriate decisions can be made.
- ✓ A dry cough, fever, muscle pain and sore throat are considered to be symptoms of COVID-19.

### Access to Information

- ✓ Information regarding the risk of spreading COVID-19 and what behaviour is expected from everyone on set is to be made visible in common areas. This includes agency and client.

### Non-negotiable + mandatory and additional precautions to be implemented with immediate effect as follows on all film sets:

- ✓ Masks will be required to be worn by all people in the workplace and on set at all times and any other protective equipment deemed necessary, with the exception of actors during filming of a scene
- ✓ Masks will conform to the Department of Health guidelines
- ✓ We will ensure that all interior spaces are well ventilated using either mechanical ventilation or windows.
- ✓ All people on set will be required to adhere to health authority rules on hygiene and behaviours in order to minimise the risk of spread of COVID-19
- ✓ Hand Sanitiser as well as hand washing stations will be provided at all times
- ✓ Crew will be encouraged to sanitize and / or wash hands regularly to keep their hands clean at all times



- ✓ Once persons on the film set have been cleared for work, they will be provided with a wrist band indicating that they have completed screening protocols.

- ✓ Crew will suffer no fear of reprisals and be assured of confidentiality should they report to the Health + Safety Officer if that any protocols are not being adhered to that might compromise them.
- ✓ Before the shoot a short safety briefing will be held.
- ✓ Toilets will be cleaned regularly using chlorine-based detergent. There will be sign-sheets to indicate that these protocols are being adhered to.
- ✓ Production will ensure that there is regular and frequent cleaning of all contact surfaces including but not limited to – door handles, bathroom fixtures, any equipment handled by more than one person at any given time.
- ✓ Where a workstation is used by more than one person, it will be cleaned between each user
- ✓ Information regarding the risks of spreading COVID-19 and acceptable behaviour regarding this is to be made visible in common areas. No one is exempt from adhering to these protocols.

## **Casting**

- ✓ Where possible talent will do remote castings using 'self-taping' or cast via video-conferencing facility. Video-conferencing applications have an option to record.
- ✓ Where casting takes places at a casting studio, all social distancing and hand sanitising protocols will be adhered to
- ✓ Anyone who belongs to a high-risk health group should not put themselves forward for castings until the COVID-19 pandemic is better managed – e.g. people over 70, those with pre-existing medical conditions such as high blood pressure, diabetes etc.
- ✓ Cast would be expected to fill in a questionnaire.
- ✓ Talent can be pre-selected to ensure controlled attendance at the casting, showing talent that is most accurate to casting specs, director's vision and budget.
- ✓ Studio layouts can be adjusted so social is adhered to at the registration desk and the seating is 2 meters apart.
- ✓ Overflow systems can be set up outside respective studios, with chairs to delineate the correct distancing.
- ✓ Casting directors to wear masks at all time when engaging with talent and each other.  
Phones, all door, desk, handle surfaces will be sanitized between each artist.
- ✓ Hand sanitizers will be provided at the entrance to studios, in the bathroom and in the casting studios. Talent will be expected to use this on arrival and departure.
- ✓ Talent will be asked to wear masks to the castings and keep them on until the audition.
- ✓ Use of Paper forms, sharing pens, drinking water will be limited (possibly prohibited). Paperwork to be placed with electronic versions where possible.

**Technical recce:**

- ✓ On the technical recce. All crew to avoid homeowners' toilets and private spaces within the home.
- ✓ Crew to be accompanied by location chaperone or ECO.
- ✓ Stay only within the designated film areas on the technical recce. If there are areas that remain off limits this should be made clear before entering the home.
- ✓ Crew to travel in their own cars
- ✓ At level 4 and 3 crew will be kept to a minimum on a tech recce

**Maintaining Social Distance**

- ✓ Social Distancing to be adhered to as per government regulations of 1-2 metres apart depending on circumstances
- ✓ All areas of gathering will be staggered to avoid a group of too many at a time.

**Minimising the amount of people on set**

- ✓ The number of people on set will be determined by the mandated Alert Level at the time.

**Tiered arrivals and entry to set**

- ✓ Call Time and wrap times will be staggered to avoid congestio

**Transport for crew**

- ✓ Crew and all production related staff will be prohibited from using any form of public transport and therefore Uber type transport + private transport needs to be arranged accordingly where possible.
- ✓ Where crew are required to share transport, this will be done in line with the Government rules and regulations of face masks and hand sanitisers

**Optimising workflow**

- ✓ On set arrivals and activities will be scheduled in such a way that the minimum amount of people is in a given space at any time allowing for work to be done

**Informed consent**

- ✓ Each person will be on set under the premise of 'informed consent'. They will be required, at booking stage (and at any time thereafter but before the film shoot), to inform their agent of any risk of exposure to COVID-19.

**Individual responsibility**

- ✓ Each person on set has an individual responsibility and a duty to prevent the transmission of COVID-19.



Wash your hands frequently or sanitize your hands with an alcohol-based hand rub



Cough or sneeze into your sleeve, not your hands



Limit physical contact  
– avoid handshakes, refuse kisses on the cheek and avoid hugging



Be diligent with cleaning  
– both at home and in your workplace



Keep your distance and ask others to be considerate

### Practical on set considerations.

- ✓ Most importantly as we all know, every film shoot is different – so when it comes to creative considerations, and what is permitted in front of camera, we all need to apply common sense and what we think we can responsibly execute on a case by case basis.

### Studio shoots

- ✓ Studios to be sterilised before crew come in.
- ✓ Art department to dress and sterilize all props and sets after setup

### On set location protocol:

- ✓ Location / home-owner toilets should remain off limits.
- ✓ Unit team who are certified, clear and healthy by the unit manager come in a minimum of 4 hours before to sanitize working areas, making the location ready to film and also to be sure all the area's that need to be avoided are clearly marked.
- ✓ During the filming process all non-essential crew should remain outside the home or filming area so as to minimize the clean-up.
- ✓ Allow enough time to wrap out of a location and bring in a separate cleaning crew to sterilize the location, if need be. [aka a cleaning swing gang.] The cleaning team to bring sanitizers and alcohol spray and be briefed by the location or unit manager to the area's used.
- ✓ Unit equipment should be sterilized with alcohol spray especially on the prep day and post day.
- ✓ Radios to be sterilized the night before in a box sealed and sprayed with 70 percent alcohol spray and left overnight.
- ✓ Unit to provide a sanitizing station in a Eezi shade tent with table and masks and rubber gloves and alcohol spray and large roll of paper towel, this station to be used every time a crew member goes to a meal and from a meal, this station to be set up close to meal station. This station can also be used before and after entering the toilet area.
- ✓ Unit to provide non potable water on set for hand washing purposes and for sterilizing a location and or toilets.

### **Holding and Common Areas**

- ✓ Where possible this is to be placed outside
- ✓ Any seating provided will maintain social distancing protocols
- ✓ Interaction between crew departments will be minimised; this includes meal times

### **Toilets:**

- ✓ Unit to appoint a Sanitation Officer within their team who will be responsible and dedicated to maintaining all necessary protocols on set to minimise risk. This will include sanitizing toilets after each use. Every 2 hours a full spray down in the toilet.
- ✓ Toilets will be serviced under strict hygienic conditions.

### **Equipment hire:**

- ✓ Gear checks to be handled in a separate space to avoid cross contamination.
- ✓ Crew to ensure that they sanitise hands before touching any gear.
- ✓ All equipment arriving on a film must arrive sanitised.
- ✓ Equipment to be handled by one person at a time – all touch points to be sterilised between users.

### **Remote viewing + video village**

- ✓ Production will provide remote viewing for all other people where possible and to minimise the number of people on set and risk in the workplace.
- ✓ Remote video take-off village to be encouraged as much as possible
- ✓ Where possible this is to be placed outside
- ✓ To limit contact between client, agency and crew, a single 'go-between' should be appointed to convey information
- ✓ Social distancing rules apply

### **Catering and Craft**

- ✓ **There shall be no meal time buffets**
- ✓ All meals shall be provided in eco-friendly enclosed packaging and production will ensure that recycling is managed.
- ✓ Craft table with tea, coffee, and snacks will be prohibited, instead, craft in the form of sealed refreshments and snacks shall be provided. Again, eco-friendly packaging will be provided where possible.
- ✓ Should a sit-down eating area be provided, the social distancing protocol shall be adhered to and crew shall not be placed in such a way that they are facing each other.
- ✓ Mealtimes will be staggered in 20-minute intervals to facilitate social distancing protocol
- ✓ All people handling food for provision of others are to wash their hands before doing so and if deemed to be a health + safety requirement, then gloves and hairnets / head covering must be implemented by catering management.
- ✓ All eating utensils + plates + bowls + containers of any kind should be pre-packaged and disposable. (along the lines of flight meals on a plane)

### **Hair and Make Up**

- ✓ This will be reserved for featured cast only
- ✓ Masks will be worn by the make-up artists at all times

- ✓ Hand sanitising will be done before and after each make-up application
- ✓ Applicators will be considered single use only. This includes Mascara, Lipstick etc.
- ✓ Any brushes are to be sanitised between use or disposable applicator packs to be considered,
- ✓ All workstation surfaces are to be cleaned between use

#### **Wardrobe calls**

- ✓ Wardrobe calls to be handled individually or with respect to social distancing.
- ✓ Wardrobe to be cleaned before placing on an artist
- ✓ No wardrobe is to be tried on my more than one artist.
- ✓ Wardrobe person to wash hands between each artist fitting.

#### **Wardrobe on set protocol and dressing of talent**

- ✓ This will be reserved for featured cast only
- ✓ The wardrobe stylist is to assist one cast member at a time with hand sanitising between each person
- ✓ To the greatest extent possible, talent will be requested to provide their own wardrobe.

#### **Art department considerations**

All necessary and general Covid-19 health + safety protocols should be adhered to as per Government guidelines. All practical + additional steps will be considered to mitigate risk of spread. The best practice method to be exercised once again.

#### ***Some suggested art department working guidelines are outlined below:***

- ✓ Art department briefing and pre-production meetings can be discussed via zoom, skype phone and email.
- ✓ Smaller prep teams will need to be considered to contain numbers on set.
- ✓ Online purchases will be crucial. Art department crew need to stay out of public spaces and malls + crowded hot spots as much as possible.
- ✓ Sterilizing and cleaning of purchases are worked into schedules in a practical manner, and before props go onto set they are cleaned and sterilized.
- ✓ Trucks need to be constantly sterilized - the teams will be educated on how to do this properly.
- ✓ Create digital + electronic communication methods for collections.
- ✓ All art department personnel should be fully protected. They should have all sanitary sprays and disinfectants, so they can constantly wipe down on camera surfaces and disinfect props to the best of their ability.
- ✓ If a swing team is required, they should remain off set and only be brought on when needed.
- ✓ Wrap should be done as soon as possible after the shoot. Only a small team to go in and slowly disinfect props and not have all departments trying to wrap at the same time.

#### **Post production:**

- ✓ Post production to be handled remotely.