

COVID-19 Production Guidelines

Updated 05/11/20

Under the Health and Safety at Work etc. Act 1974, all employers have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of anyone who has contact with their business (employees, freelancers, contractors, members of the public etc). The Management of Health and Safety at Work Regulations 1999 sit beneath this law and provide detail on what a safety management system should look like (e.g. how your business identifies and assesses its risks, takes steps to control them, trains relevant staff, and monitors/reviews its safety processes to ensure they are being carried out correctly and remain effective). The HSE has produced detailed guidance on this. Failure to comply with a business' health and safety duties is a criminal offence.

The purpose of this document is to assist production companies to assess and manage their COVID-19 risks on shoots and identify reasonable and practical steps to safeguard the health and safety of everyone attending a film shoot in relation to COVID-19.

Your business should therefore already have a safety management procedure in place, usually explained in your business' health and safety policy. COVID-19 will be a significant risk which should be controlled in accordance with your business' existing safety management procedure. This will ensure that your business is complying with the law. The latest government guidance on how businesses should control COVID-19 risks, as well as these Guidelines, should be considered (and relevant parts implemented) as you work through your business' safety management procedure, particularly when carrying out your COVID-19 risk assessment.

In addition, everyone working on the production and attending it has responsibilities in respect of COVID-19. They can meet them by working in accordance with these Guidelines.

This document will be updated regularly in response to feedback on how it works in practice, new Government law and regulation, and the potential availability of practical on-set COVID-19 testing. It is very important that you review Government updates in law and guidance so that your risk assessment and procedures are updated to reflect these changes.

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GOVERNMENT GUIDELINES

Commercials production is not a sector which has been required to legally close as a result of COVID-19. On 11th May 2020, the government published new guidance entitled "Our plan to rebuild: The UK Government's COVID-19 recovery strategy" which set out its roadmap to lift restrictions, including getting businesses which are allowed to be open back up and running safely. The guidance advises as follows:

"For the foreseeable future, workers should continue to work from home rather than their normal physical workplace, wherever possible... All workers who cannot work from home should travel to work if their workplace is open. Sectors of the economy that are allowed to be open should be open... As soon as practicable, workplaces should follow the new 'COVID-19 Secure' guidelines".

On the same date, the Government published its suite of "COVID-19 Secure guidelines". These comprise a general "5 steps to working safely" document plus eight, more detailed guidance notes focusing on specific work environments. The five steps to working safely are:

- Carry out a COVID-19 risk assessment.
- Develop cleaning, handwashing and hygiene procedures.
- Help people work from home.
- Maintain two metres social distancing, where possible.
- Where people cannot be two metres apart, manage transmission risks as per the Key Principles section below.

The more detailed guidance documents provide additional requirements for businesses' COVID-19 risk assessments and advise that companies must:

- share the results of their COVID-19 risk assessment with their workforce.
- consider publishing the results of their COVID-19 risk assessment on their company website (this is expected for employers with over 50 workers) - see template at Appendix 3 of this Guidance.
- display a downloadable "Staying Covid-19 Secure in 2020" notice in their workplace to show they have followed government guidance - downloadable from the HSE [here](#).

NB: These guidelines are applicable as at 6th July 2020 and based on the law and guidance for filming in England. If you are shooting in Scotland, Wales, Northern Ireland, the Channel Islands or the Isle of Man, laws and guidance can vary so should be checked to ensure that you are complying - they are available on the GOV.UK website.

MEDICAL INFORMATION

Some medical context on COVID-19 (also read PHE's guidance here):

- The time between exposure to COVID-19 and the moment when symptoms start is commonly around five to six days but can range from one to 14 days.
- COVID-19 is transmitted from infected people's respiratory secretions (coughs/sneezes) reaching the nose, eyes or mouth.
- The most common symptoms are high temperature, continuous coughing and loss or change to your sense of smell or taste.
- Some people with COVID-19 suffer or show no apparent symptoms. Asymptomatic sufferers may still be infected and there is strong scientific evidence that they can transmit the virus too.
- COVID-19 can also survive on surfaces and be transmitted from them.

KEY PRINCIPLES

The purpose of social distancing, increased cleaning of hands and surfaces and PPE is to break transmission of the virus and reduce the risk of infection.

We should operate on the basis that we all have the potential to be asymptomatic carriers and must adhere to the safety principles to minimise risk. Therefore the following essential rules are based on current UK Government guidelines, and must be adhered to:

- Maintain social distancing wherever possible - two metres apart (one metre with risk mitigation where two metres is not viable is acceptable).
- Wash your hands with soap and water, or hand sanitizer (containing at least 60% alcohol) if soap and water are not available, for at least 20 seconds as often as possible.
- Cough and sneeze in the crook of the arm or into a tissue and bin immediately.
- Report COVID-19 symptoms to employer.
- Work from home where possible.
- Where the social distancing guidelines cannot be followed in full, productions should take all the mitigating actions possible to reduce the risk of transmission by:
 - > considering whether an activity needs to continue for the business to operate.
 - > keeping the activity time involved as short as possible.
 - > using screens or barriers to separate people from each other.
 - > using back-to-back or side-to-side working whenever possible.
 - > staggering arrival and departure times.
 - > reducing the number of people each person has contact with by using fixed teams or partnering.

APA BEST PRACTICES

These are recommendations as to how to structure your live-action production, over and above Government guidelines and, again, they will be constantly reviewed and updated.

Both pre-production and production are likely to take longer to enable compliance as a result.

The number of people on location should be kept to a minimum. Anyone - production staff, cast, crew, agency and client - who is not absolutely necessary to have at the location to make the film should not attend.

Furthermore, every person who will be attending the location - because it is necessary that they do so - shall sign the COVID-19 Health Declaration Form (Appendix 1, attached).

We have organised our best practices as follows:

- Pre-production
- Budget and Contract
- Production Office
- Casting
- The Shoot - General
- Talent on Set
- Location Shooting
- Studio Shooting
- Wardrobe
- Hair and Make-up
- Crewing Up
- Technical Crew
- Hired Equipment - General
- Catering
- Travel
- Overseas Production Under APA Contract
- Health and Safety - General
- Face Coverings, Enhanced Protection and PPE

PRE-PRODUCTION

- Scripts and treatments need to bear in mind the current restrictions in both their messaging tone and the mechanics of their production. Production companies should take every opportunity to advise agencies and advertisers as to how to create a script which can be shot in compliance with these guidelines, so it can be produced.
- Get approvals from agency/client as early as possible. Finalise as many creative decisions as possible no later than the PPM in order to reduce last minute changes on shoot days, and to plan for all sanitary accommodations.
- Encourage early confirmation of projects to allow for additional prep time. Also, encourage and explain the need to the agency and client the importance of sticking to scheduled confirmation dates.
- Where possible all pre-production processes should be managed remotely from home: including storyboards, production meetings, meetings with the agency and PPMs.
- Distribute these guidelines to all involved in the production.

BUDGET AND CONTRACT

- Cost the requirements of this protocol within your bids. Should regulations change, space needs to be made by agency/client to accommodate these if production incurs further costs, since insurance will not assist.
- State on your bid letter that anyone attending the shoot for the agency, client and/or production company will be required to adhere to the COVID-19 APA Shooting Guidelines.
- The production should be planned to minimise COVID-19 related disruption risks so far as it is reasonably practicable to do so. In respect of the COVID-19 related risks to production which remain:
 - > Make provision for what happens in the event of such disruption (e.g. an agreement that the director or cast will be replaced if they become unavailable because of COVID-19).
 - > Have an agreement with the agency by which the agency will meet such costs (according to the terms of such agreement) because insurance will not cover COVID-19 risks to the production. 6

PRODUCTION OFFICE

■ COVID-19 can last 24 hours on paper. Avoid printing and paper distribution (eg: callsheets and shooting schedules) except for clear safety posters on set.

NB: for guidance on companies' office buildings (rather than temporary location production offices) please refer to the APA COVID-19 Office Guidelines.

CASTING

- Casting sessions and callbacks can be done remotely via video link ups and self-casting.
- When casting children, their supervising adult should remain close at hand.
- Note: remote casting may prohibit rehearsal of interacting action.
- Those aged 70 or over, or with known pre-existing conditions which would put them at increased risk of severe illness from COVID-19, should be given special consideration and enhanced measures.
- Consider what you will do if needing to replace talent.
- Do not confirm any cast until they have signed the Health Declaration form - Appendix 1.

THE SHOOT - GENERAL

- Stagger call times where possible to avoid congestion.
 - Keep the unit as small as possible and minimise the number of crew/agency/cast on set at any one time.
 - Consider reducing the number of people each person has contact with by using fixed teams, cohorts or partnering (so each person works with only a few others). For example, where social distancing may be impractical due to the degree of proximity required (such as intimate/fighting scenes, dancing, costume fitting, hair and make-up), fixed teams could be operated as follows:
 - > to group individuals into fixed teams that work together throughout a production or for specific periods of a production to minimise the risk of transmission beyond these fixed groups;
 - > to minimise transmission risk between fixed groups when they mix outside their group during shooting, during breaks or moving around a venue.
- If necessary, have large enough areas for crew holding to enable alternating teams in the working area.
- Consider a video-conferencing facility relaying video village remotely to agency/client.
 - Consider increasing video monitors on set to avoid clusters of people. 7
 - Wash and thoroughly dry hands on arrival and during the day at regular intervals.
 - Provide clearly visible and spacious hygiene stations for washing, with plentiful supply of alcohol-based hand sanitizer and wipes and soap and water provided wherever possible.
 - All crew to adhere to any safety guidelines or notices given on the day.
 - Consider any space markers where possible and one-way routes to minimise interaction.
 - Walkies to be correctly sanitized, bagged-up and labelled with crew names before distribution - do not share radios.
 - Provide covered bins for safe disposal of tissues, coverings, gloves, etc.
 - Each department is responsible for keeping their own area and equipment clean.

TALENT ON SET

■ Where social distancing of talent might not seem achievable on set due to creative or action required, you need to do all you can to minimise the risk of transmission. If possible, adapt the process (eg: use members of the same household, shoot individuals as separate plates and composite in post, use screens or barriers to separate talent from each other, shoot back-to-back or side-by-side, keep the activity time involved as short as possible etc) to achieve the aim within government regulations.

NB: Government regulations on working within social distancing state that you should do everything practical to manage transmission risks by considering whether an activity needs to continue for the business to operate, keeping the activity time involved as short as possible, using screens or barriers to separate people from each other, using back-to-back or side-to-side working whenever possible, staggering arrival and departure times, reducing the number of people each person has contact with by using fixed teams or partnering.

LOCATION SHOOTING

- Initial location research can be done remotely using location libraries.
- Social distancing must be used when visiting locations and meeting property owners/managers.
- Try and ensure common areas and holding areas are outside wherever possible.
- Preference for one location per day, without unit moves.
- Preference for location in a 4G area, where possible, to transmit live video over the internet.
- Locations to be well ventilated. 8
- When considering the use of atmosphere/smoke effects, discuss the use requirements with the manufacturer in advance to help assess any potential COVID-19 related risk.
- Locations where possible also required to share their COVID-19 preparedness plans.
- Locations to be cleaned prior to and after shooting if possible.
- Avoid locations at a distance which would require overnight accommodation for those involved, also avoid locations which will not permit minimum social distancing.
- Director's recce and tech recces: minimum crew only (self-driving and maintaining social distancing throughout) to include a health and safety officer where possible. The health and safety officer will do a risk assessment specific to this location and production. Masks and gloves available for all attendees as required c/o production.
- Location Prep: Prelight/set-build/set-dress etc to be undertaken separately by one crew/department at a time if possible.
- Display APA Covid 19 health and safety posters around the set.

STUDIO SHOOTING

- All these guidelines apply to studio productions as well as locations. However, studios are likely to have their own risk assessment and COVID-19 preparedness plans which you will have to adhere to as well.
- Avoid creating crowded enclosed spaces with little airflow. Ventilate the space as often as is possible.

WARDROBE

- Complete costume fittings as much as possible during prep or off-site to avoid people congregating during production. If fittings have to be done in person, then the wardrobe department can set up clothes and supervise fitting from a safe distance. If fittings can be done at home they should be, and relayed via video-call or photos.
- Consider using existing/talent-owned wardrobe if possible (where COVID-19 lockdown measures have limited supply from shops and hire companies).
- Wardrobe department to supply clothing in clean plastic coverings plus separate clean plastic covers for the talent's own clothes. Consider individual storage for costumes where they are limited to the individual wearing them.
- Production discuss heat treatment/washing with wardrobe department as necessary.
- Talent dress themselves wherever possible.
- Use screened-off cubicles for cast to receive their costume and dress without assistance where possible. Sanitize and ventilate changing cubicles between use. 9
- Where assistance is unavoidable and wardrobe crew need to break social distancing (eg: for complex costumes that require fitting), avoid face-to-face positioning during fittings where possible, remain within fixed teams (see The Shoot – General, above) and refer to the Face Coverings, Enhanced Protection and PPE section, below.
- Avoid sharing equipment, for example maintaining a dedicated sewing machine for one user.

HAIR AND MAKE-UP

- Limit the time spent in a hair and make-up chair whenever possible. Position hair and make-up stations to allow appropriate social distancing or use Perspex screens between stations.
- HMU department to utilise disposable kit where possible. Kit should remain unique to each artist.
- Follow appropriate barbicide, sterilization and other disinfecting processes for all equipment after each application and immediate surfaces.
- Ask performers to do own hair and make-up / touch-ups where appropriate. Request cast and supporting artists remove own make-up where possible.
- If HMU crew need to break social distancing, limit face-to-face positioning where possible, remain within fixed teams (see The Shoot – General, above) and refer to the Face Coverings, Enhanced Protection and PPE section, below.
- Keep HMU separate from Wardrobe. Provide sufficient space for both departments to maintain two metres distance.

CREWING-UP

- It is advisable to hire a medic/nurse depending on the size of the unit.
- For health and safety personnel see the Health and Safety – General section, below.
- Require all crew to notify production if they develop symptoms prior to shoot.
- Crew aged 70 or over, or with known pre-existing conditions which would put them at increased risk of severe illness from COVID-19, should be given special consideration and enhanced measures.
- Do not confirm crew until they have signed the Health Declaration form in Appendix 1.
- Provide crew with an email confirmation of their engagement for them to produce if the police question them on their travel to the location.

NB: a waiver of rights by a crew member in respect of their contracting COVID-19 is of no value - English law does not permit excluding liability for causing injury or death through negligence, so a waiver is not part of this guidance.

TECHNICAL CREW

- Boom sound where possible, or train talent to apply mics themselves if booming not feasible.
- Camera team to wear appropriate protection if breaking social distancing around camera (see Face Coverings, Enhanced Protection and PPE section below).

HIRED EQUIPMENT - GENERAL

- COVID-19 can survive up to 72 hours on plastic and steel, so try to work out advance collection/delivery/quarantine of kit/materials where possible. If that is not possible, apply a thorough sanitization process.
- All equipment hire facilities should have their own risk assessments and health and safety practices including their COVID-19 regimes and should provide you with copies.
- Refer to the technician or company's cleaning protocols and make sure they work for your production.
- As equipment is usually expensive and specialised, please rely on crew or companies to clean before hire and after with instructions how to wipe down during hire period for sanitization.

CATERING

- Consider individual hot box delivery instead of mobile kitchen.
- Meals pre-packed to avoid contamination, no self-service facilities.
- Offer per diems to crew bringing their own meals to work, should that be necessary.
- Everyone must wash their hands before entering any catering/dining area.
- Dining space requirement to ensure increased distance while eating with at least two metres space to be observed between people.
- Break and mealtimes should be staggered when possible to reduce congestion
- Disposable, recyclable plates and cutlery to be provided.
- Where possible hot drinks and water stations to be available.

TRAVEL

- Crew to drive themselves to set (one person per car) and be dissuaded from using public transport where possible. Note: from 15th June 2020 the Government requires all using public transport to wear face coverings.
- Where required, production to organise transport using drivers or car service able to demonstrate that they can socially distance passengers.
- Passengers should be positioned in the rear, furthest away from the driver and separated using a clear plastic sheet.
- Alcohol gel sanitizer and wipes should be made available within the vehicle for the passenger to wipe down the seat(s) and clean their hands.

OVERSEAS PRODUCTION UNDER APA CONTRACT

- Any UK based crew or visiting crew/talent/agency/client from other countries must have read the APA COVID-19 shooting guidelines and sign the APA Health declaration before travel.
- Check any air bridges and quarantining regulations before confirming crew or travel.
- Check with your local service company for any local paperwork needed for visiting crew: visas, health paperwork etc.
- Check if proof of a negative COVID-19 test is required for anyone travelling either before they leave their own country or on entry into the visiting country, or both.
- Ensure you are clear with your agency/client on any backup plans or cost-covering measures should a key member of travelling crew or talent fall ill. It may not be quick to replace a visiting HoD if they have to fly, so measures to mitigate delay in production must be in place.
- Ensure you have read and understood the COVID-19 protocols for any service company you are using and distribute to travelling crew/talent/agency/client where needed.
- Note that, regardless of UK regulations, all visiting crew, talent, agency, client will have to adhere to the local rules on social distancing and face coverings.
- Ensure that anyone travelling without a member of production in attendance, has sufficient self-protection for their journey - ie: face coverings & hand sanitizer.
- Ensure the traveller is aware of any airline mandates regarding COVID-19 procedures, ie: check in times, and required use of face coverings.
- Where possible ensure that anyone travelling to the airport is in a private car, travelling alone, or a suitably sized vehicle if travelling in a group, and that the vehicle company has adequate hygiene protocols.
- Should any travelling crew have concerns during their travel or on arrival with any COVID-19 measures, they must inform the producer.

HEALTH AND SAFETY - GENERAL

- Carry out a full risk assessment for each production at the recce. We recommend that this is done by a Health and Safety Officer.

- You may choose to have a health and safety officer on the shoot (eg: on a larger shoot with multiple elements) but their expertise and value usually lie in attending the recce, carrying out the risk assessment and making recommendations to minimise COVID-19 risks. We recommend you have a COVID Supervisor to implement and monitor COVID measures as per Appendix 2. This person must have both the relevant authority to implement, monitor and, if necessary, enforce your COVID-19 arrangements and should have undertaken the APA COVID Guidelines Assessment Test.
- All HoDs should submit their own departmental risk assessments which sets out their COVID-19 precautions.
- Production cannot safely confirm any crew or cast who have travelled to, or had any contact with an individual returning from, high COVID-19 risk countries (as deemed by UK FCO) in the 14 days prior to a shoot.
- All crew and talent to provide contacts for family/household in case of emergency on the day of shooting.
- Individuals on the shoot should be contacted subsequently in the event that fellow workers/talent are found to have contracted COVID-19 within the two weeks following the shoot.
- Consideration should be given as to whether temperature checks should be carried out on all crew on arrival to set. Consider designating a medic to take each crew member's temperature daily within production quarantine/isolation zones using the most reliable and safest non-contact temperature-taking method available to the production (however, note that temperature-taking is not recommended by PHE as a reliable COVID-19 screening tool and that absence of a temperature does not exclude current COVID-19 infection)
- If anyone suffers COVID-19 symptoms on set, they should inform the producer, isolate and seek medical advice.
- If COVID-19 symptoms occur while at home or in temporary accommodation, or the individual receives notification via the NHS Track and Trace system, the individual should isolate for 14 days and notify production immediately, who in turn will need to identify other crew, cast, agency staff and contributors who are deemed to have been in close contact and ask them to monitor their own symptoms.
- Avoid sharing hand tools and personal property (mobile phones, pens, walkies etc) - crew must be responsible for the safety and sanitization of their own items.
- All employees have a responsibility to care for the welfare of others as they would themselves. As per Section 7 of the Health and Safety at Work Act 1974, *"it is the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work."*
- In an emergency (eg: an accident, provision of first aid, fire, break-in, etc) people do not have to stay two metres apart if it would be unsafe to do so. Those involved in the provision of assistance to others should pay particular attention to sanitization measures immediately afterwards including washing hands.

FACE COVERINGS, ENHANCED PROTECTION AND PPE

For the purposes of these guidelines the APA have split their recommendations into two categories:

> Tier 1 is the government-recommended face coverings plus gloves.

> Tier 2 is Tier 1 plus enhanced protective equipment.

The APA consider, on balance, that face coverings (Tier 1) worn by all crew where possible, have a value in inhibiting the spread of infection and that enhanced protective equipment (Tier 2) has a value in making those attending the shoot feel safer whilst demonstrating that COVID-19 is a live threat and being treated as such. Production should therefore consider having appropriate supplies of both Tier 1 and Tier 2 items.

TIER 1: Face Coverings and Gloves

Face Coverings

■ The current PHE guidance is to wear face coverings (as opposed to medical grade masks or masks classified as PPE):

"If you can, wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas, for example, on public transport or in some shops."

■ Please note that in the interests of clarifying terminology being used, face coverings are protection but are not categorised as PPE.

■ The current PHE guidance does not recommend respirator masks to be included in the face coverings category. Respirator masks (known as FFP2 masks in the UK) are classified as PPE and may be appropriate in some circumstances for some people under Tier 2 items.

■ Face coverings can be the following: standard surgical-type mask, home-made cloth masks, shop bought face masks, scarves, bandanas, snoods.

■ Their primary purpose of a face covering is to inhibit infection of others by the wearer.

■ Wearing a face covering is optional and not required by law, including in the workplace, but employers should support their workers in using face coverings safely if they choose to wear one. The APA recommend that all crew wear a face covering on set where possible.

■ Apply face coverings correctly but do not forget that hand washing and social distancing remain the best ways of managing risk in the workplace.

■ Face coverings should not be used as risk management for the purpose of health and safety assessments.

■ Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on and after removing it.

■ Avoid touching face or face covering, to avoid contaminating coverings with germs from hands.

■ Change face coverings if become damp or touched.

■ Continue to wash hands regularly, change and wash face covering daily (if the material is washable, wash in line with manufacturer's instructions, if not, dispose of carefully in usual waste).

Gloves

- Gloves are only a “second skin” and wearers need to continue to apply hygiene precautions (not touching the face).
- Change gloves for a new pair as frequently as possible.
- Dispose of gloves hygienically (covered bins etc).

TIER 2: Enhanced Protection

- Enhanced Protection can be identified as Tier 1 items **plus** face shield or visor / disposable cover suit / respirator mask (instead of face covering).
- Those who need to break two metre distancing, and for a length of time to carry out their duties, may need to wear enhanced protection.
- This may depend on the level of risk involved and following an assessment of what is reasonably practicable for your company to provide.
- Departments likely to be required to wear enhanced protection depending on circumstances will include (but are not limited to): wardrobe or HMU if needing to tend to talent, medic if needing to assess symptoms and some cleaning crew.
- With regards to HMU & Wardrobe, Government have issued guidance on the use of visors for those in “close contact services”:

“This should take the form of a clear visor that covers the face and provides a barrier between the wearer and the client from respiratory droplets caused by sneezing, coughing or speaking. Visors must fit the user and be worn properly. It should cover the forehead, extend below the chin, and wrap around the side of the face.

“Both disposable and re-usable visors are available. A re-usable visor must be cleaned and sanitised regularly using normal cleaning products. There is no requirement for the client to wear any additional protection such as a mask or face covering, when the practitioner is wearing a visor. There is no benefit to either the client or the practitioner of wearing additional PPE to that which they would usually use, beyond the clear visor mentioned above.

“The most effective methods of preventing the transmission of COVID-19 are still social distancing and regular handwashing. These steps must still be followed as much as possible, even when practitioners are wearing protective equipment.”

APPENDIX 1

COVID-19 HEALTH DECLARATION FORM FOR CREW / TALENT / AGENCY / CLIENT ATTENDING SHOOT

As part of our commitment to provide a safe working environment for all on set during the unprecedented, fast-changing COVID-19 situation, we need to ask you to confirm in writing, by signing below, that:

- You have no cause to believe that you have COVID-19 (an NHS symptom checker can be found here).
- You have been meeting the Government COVID-19 guidelines and social distancing when not at work as defined here.
- As far as you are aware, you have not been in close contact with a confirmed case of COVID-19 or anyone who is showing symptoms consistent with COVID-19 within the last 14 days. Furthermore, you have not been contacted under the NHS Track and Trace system and told to self isolate.
- You have not travelled to, nor to your knowledge had any contact with any individual travelling from any high COVID-19 risk countries (as deemed by UK FCO) in the 14 days prior to the shoot.
- You have not had a cough, or a temperature of 37.8 degrees centigrade or above in the last 14 days.
- If you develop a cough or a temperature of 37.8 degrees centigrade or above at any point before or during or within 14 days following the shoot you will immediately inform the production company engaging you.
- If you are over 70 years of age or have any pre-existing condition which would put yourself at increased risk of severe illness from COVID-19, as defined by the Government here, you must inform production.
- You will notify us immediately should anything change as regards to the above confirmations.
- You have read, understood and agree to abide by the COVID-19 APA Shooting Guidelines.
- For the purposes of GDPR you consent to our sharing and retaining your data to the extent that it is reasonably necessary for the safety of you and everybody on the production.

We also need you to provide us with contact details of spouse / partner / home-dweller in the case of emergency on set, please provide those here

Name of resident emergency contact:

.....

Mobile of resident emergency contact:

.....

Print your name:

Signed:

Job Title:

Date of birth:

Date:

Your contact details if we need to contact you in event that crew or talent show symptoms of COVID-19 within 14 days of our shoot:

.....
.....

APPENDIX 2

TASKS TO BE ALLOCATED TO A MEMBER OR MEMBERS OF THE PRODUCTION TEAM OR CREW OR, DEPENDING ON THE NATURE AND SCALE OF THE PRODUCTION, BY A COVID SUPERVISOR ENGAGED TO PERFORM THEM:

- Make sure set is clean before shooting - oversee cleaners
- Ensure distance markers are on floor and remain clear throughout working day
- Make sure that hand-sanitizing stations are set up correctly
- Make sure all areas have been set up correctly as needed - medic tent etc.
- Ensure that all are aware of the source of appropriate face coverings and PPE and distribute accordingly
- Make sure notices/posters are set up and visible
- Make sure toilets are set up and clean
- Coordinate temperature checking
- During shoot - keep eye on 2-metre distancing
- Check communal areas are clean and not over-crowded

Note: this is a non-exhaustive list and production companies should add additional tasks they require depending on the circumstances of the production. 17

Suited & Booted Studios - COVID-19 Outline

HELPING OUR PEOPLE STAY SAFE DURING THE COVID-19 PANDEMIC

As we return to production after lockdown, the safety of our cast, crew and contributors is our highest priority. In order to ensure the health and safety of our people during the continued pandemic we have carefully assessed the risks of COVID-19 during production with reference to government and industry guidance. In order to reduce those risks identified, as far as reasonably practicable, we will implement a package of control measures that will be in place during all stages of our productions.

How we are keeping people safe.

We are focusing on the following areas to ensure we can manage the risks of infection from COVID-19, carrying out specific assessments where necessary.

IN OUR OFFICES:

- **Minimising** - minimising the number of people in our offices at any time.
- **Communicating** - ensuring those who have symptoms or are ill know not to come into work and to return home immediately if they become ill at work.
- **Commuting** - considering the risks in commuting especially on public transport, introducing mitigations such as staggered start times.
- **Social Distancing** - making every effort to ensure social distancing is adhered to from space planning to signage.
- **Cleaning** - increasing the frequency of cleaning.
- **Face covering** - supporting our people in the safe wearing of face coverings on a commute and in scenarios where they choose to wear.

DURING OUR PRODUCTION ACTIVITIES:

- **Travel** - seeking to minimise travel requirements and follow social distancing principles within travel arrangements, wherever possible.
- **Location** - considering the physical capacity of space used, given the requirements of social distancing, as well as ensuring the provision of adequate hygiene facilities.
- **Work Activities** - considering the activities that people are going to need to undertake across roles in a production and if these can be adapted or changed to reduce risk.
- **Work Equipment** - managing the sharing of work equipment which is key to production from cameras and headsets to edit suites. Focusing on good hygiene and managing potential issues with touchpoints.
- **Work Patterns** - reviewing work patterns to encourage fixed teams (cohorts) of people who don't come into contact with other groups.
- **Catering and Rest Areas** - reconfiguring catering provision and planning breaks to ensure our people are as safe as possible.
- **First Aid and Emergency services** - planning activities to reduce the risk of requiring emergency services to be called as well as advice to first aiders on COVID-19 risk.
- **Masks, Gloves and Other PPE** - as per the APA COVID Shooting and Office Guidelines.
- **Mental Health** - the COVID-19 risk and the response has had a potential Mental Health impact for those working on productions which should be considered.
- **Monitoring** - compliance will be monitored