

OFFICE

- Avoid printing and paper distribution except for clear safety posters on set - note: COVID-19 can last 24 hours on paper.

THE SHOOT - GENERAL

Stagger call times where possible to avoid congestion.

Keep the unit as small as possible and minimise the number of crew/client/cast on set at any one time.

Wash and thoroughly dry hands on arrival and during the day at regular intervals. Use hand sanitizer throughout the day and use soap and water frequently where possible.

- b If possible, use a remote control to operate equipment.
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TALENT ON SET

- Where social distancing of talent (including interviewees and subjects for B-Roll) might not seem achievable on set due to creative or action required, if possible, adapt the process to achieve within regulations (eg: use members of the same household, shoot individuals as separate plates and composite in post, etc). If that is not achievable then, taking every measure possible to prevent infection, with the permission of talent, they may be filmed together for real.

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.
- Note that councils are unlikely to grant any filming permits at the moment.
- 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.
- Locations where possible also required to share their COVID-19 preparedness plans.
- Locations to be cleaned prior and after shooting if possible.
- 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) 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.

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 will need to be adhered to as well.

WARDROBE

- 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.
- Wardrobe department to utilise existing/talent-owned options where possible (shops and hire companies currently closed through risk of infection).
- Discuss heat treatment/washing with your wardrobe department as necessary.
- Talent dress themselves wherever possible.
- If wardrobe crew need to break social distancing then they need to wear at least basic PPE (see PPE and Sanitisation section below).

HAIR AND MAKE-UP

- HMU department to utilise disposable kit where possible.
- Kit should remain unique to each artist.
- Follow appropriate barbicide and other disinfecting processes.
- Talent to do their own touch-ups where possible.
- If HMU crew need to step in they should wear at least basic PPE (see PPE and Sanitisation section below) as necessary.

CREWING-UP

- For health and safety personnel see the Health and Safety - General section, below.
- Require all crew to notify in advance if they develop symptoms.
- 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 PPE if breaking social distancing around camera (see PPE and Sanitisation 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 sanitation process.
- All equipment hire facilities should have their own risk assessments and health and safety practices and should provide a copy.
- Refer to the technician or company's cleaning protocols and make sure they work for our 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 sanitation.

CATERING

- 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.
- Disposable, recyclable plates and cutlery to be provided.
- Where possible hot drinks and water stations to be available.

TRANSPORT

- Crew to drive themselves to set (one person per car) and be dissuaded from using public transport where possible.
- Where required, production to organise transport using drivers or car service able to demonstrate that they can socially distance passengers.

HEALTH AND SAFETY - GENERAL

- Full risk assessment, on a job by job basis, will be carried out during prep and tech reces or remotely as appropriate.
- Clients can choose to have their own health and safety officer on the shoot but these Guidelines do not require you to do so because their expertise and value is in attending the recce, carrying out the risk assessment and making recommendations to minimise COVID-19 risks and they will not carry out the tasks to provide and manage health and safety on the shoot set out in Appendix 2.
- Read the list of COVID-19 compliance tasks in Appendix 2 and allocate them to a member or members of the production team or crew.
- 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.
- If crew / talent feel ill on set, they should be referred to production.
- All workers, if they have any symptoms associated with COVID-19 or in advance of work, should report to production and remain in quarantine at home, without going to their workplace.
- Avoid sharing hand tools and personal property (mobile phones, pens etc) - crew must be responsible for the safety and sanitisation of their own items.

PPE AND SANITISATION

- Production to have supplies of PPE for those needing to wear it:
 - **Tier 1 – basic PPE: masks and gloves**
- Note that wearing gloves needs to be managed correctly - wear for single use activities and remove, also in the event that masks become mandatory, the APA will update according to government guidelines.
 - **Tier 2 – enhanced PPE: including visor and covering suit.**
Those who need to break two metre distancing and for a length of time to carry out their duties may need to wear enhanced PPE. Departments likely to be required to wear enhanced PPE depending on circumstances will include (but are not limited to): camera if gathering around camera, wardrobe if needing to tend to talent, HMU if needing to work on talent, medic if needing to assess symptoms.
- Covered bins provided for safe disposal of tissues and PPE.
- Crew can be asked to bring their own PPE but production must have sufficient for all crew.
- Only remove talent's PPE when essential.
- Clearly visible and spacious hygiene stations for washing, with plentiful supply of hand sanitiser and wipes
- Each department is responsible for keeping their own area and equipment clean.
- Clear health etiquette to be on posters around set (eg: Wear appropriate PPE at all times / When coughing or sneezing, cover your mouth and nose with your bent elbow / Avoid touching your eyes, nose and mouth + Put down and pickup items rather than handing / Don't shake hands, or hug + Maintain social distancing, etc).

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.
- 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 38 degrees centigrade or above in the last 14 days.
- If you develop a cough or a temperature of 38 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 preexisting 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](#).

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:

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APPENDIX 2~

TASKS TO BE ALLOCATED TO A MEMBER OR MEMBERS OF THE PRODUCTION TEAM OR CREW:

- Make sure set is clean before shooting - oversee cleaners
- Make sure any markers are on the floor
- Make sure that hand-sanitising stations are set up correctly
- Make sure all areas have been set up correctly as needed - medic tent etc.
- Make sure that PPE is visible
- Make sure notices/posters are set up and visible
- Make sure toilets are set up and clean
- During shoot - keep eye on 2-metre distancing
- Replenish PPE
- Make sure markers are still clear on floor
- Check communal areas are clean and not over-crowded