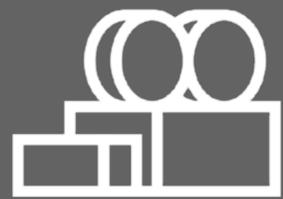


SHOOT 2020

*Guidelines for filming and production
Studio and on location*



LINNEY 



GUIDING PRINCIPLES

We're taking steps to safeguard the health and safety of everyone attending a film shoot during COVID-19. We have a responsibility to meet Government regulations and the Health and Safety at Work Act 1974, so complying with these evolving guidelines is vital. We know its essential for business to carry on wherever possible – and this applies to shoots.





PRE-PRODUCTION

Get agency/client approvals as early as possible, ensuring they're aware of scripts needing to comply with social distancing guidelines, as well as encouraging early confirmation of projects to allow for prep time. This will reduce last-minute changes on shoot days. Ensure everyone involved is provided with the guidelines.

BUDGETS & CONTRACTS

It's crucial to factor in these guidelines within bids, as regulations are constantly changing, which may lead to further costs. The production should be planned to minimise related disruptions such as cast and crew affected by COVID-19, as well as reaching agreements with agency/client to meet these costs.

PRINTING

COVID-19 survives for 24 hours on paper, so avoid printing and distributing, except for necessary signage.

CASTING

Casting and callbacks are to be held remotely via video link. When casting children, their supervising adult must be on hand. Extra consideration and enhanced measures are also required when casting those aged over 70. Health Declaration forms **MUST** be signed before proceeding further with any cast member.

THE SHOOT

Stagger call times and keep the number working on set to the minimum at any one time. Hand sanitisers must be visible and provided throughout, with soap and water available where possible.

All crew must adhere to safety guidelines, markers and notices, with social distancing borne in mind.

Research and reces for locations will be handled remotely.

Social distancing and sharing of COVID-19 preparedness policies must be adhered to when visiting locations and meeting property managers. A Health and Safety Officer must be present for director's recce so that risk assessments can be managed. Masks and gloves must be made available, while the use of vapours, steam and other hazers are prohibited.

Locations with strong 4G signal is preferable for live video transmissions. All shooting locations – studio or otherwise – should be cleaned prior and after shooting. Unit moves should be limited too, with long distances between locations best avoided to limit exposure to third-party locations such as overnight accommodation.

TALENT ON SET

Where social distancing measures may not be achievable to meet the brief, adapting our processes such as shooting individuals as separate plates and combining in post-production should be considered. If this isn't achievable, every possible anti-infection measure should be taken to allow talent to film together, depending on cast permission.





WARDROBE & HMU

Fittings should ideally be at home via video-call, with talent dressing themselves; if required in-person, the wardrobe department can supervise from a safe distance. Existing and/or talent-owned options should be used where possible. Washing/treatment of garments should be discussed, whilst enhanced PPE must be worn if crew need to break social distancing guidance.

HAIR & MAKEUP

HMU specialists should be kept apart from Wardrobe so that appropriate distancing can be maintained. Disposable kit must be used, with appropriate disinfection and kit processes followed. Where possible, the talent should handle their own touch-ups, whilst enhanced PPE must be worn by crew if social distancing guidance must be broken.

CREW DECLARATION & MEDICAL

Do not confirm crew members until their Health Declaration form has been signed. Provide active crew members with confirmation of their engagement, should their movements be questioned by authorities.

A medic/nurse is advised for shoots, whilst a nominated crew member or H&S Officer should manage COVID-19 related concerns on set. All crew must notify their manager if any symptoms develop. In terms of technical crew, boom sound where possible or train talent to apply mic equipment if a boom is not feasible, whilst enhanced PPE must be worn if camera team needs to breach social distancing guidelines.

Note: a waiver of rights in terms of crew developing COVID-19 is NOT part of this guidance.

KIT & CATERING

Equipment hire facilities have their own risk assessments and health and safety practices. You should ensure they provide a copy. Please rely on crew or companies to clean before and after hiring, with sanitisation processes rigorously followed. COVID-19 can survive up to 72 hours on plastic and steel, so obtain hired equipment as far in advance as possible so that contamination risk is minimised.

FEEDING

Extended hygiene measures include washing of hands when entering catering areas, pre-packed meals with no self-service, an increased distance between crew, as well as disposable and recyclable cutlery used as necessary. Mobile kitchens are best avoided to manage cross-contamination, whilst the offer of per diems to crew providing their own food is also an option.

TRANSPORT

Crew must drive themselves with no car sharing, with use of public transport discouraged. Where needed, transport services that can demonstrate appropriate social distancing can be considered.





HEALTH & SAFETY

Self-isolation procedures and quarantine must be maintained if any symptoms emerge. Full risk assessments are to be handled on a job-by-job basis to ensure optimum safety, with Health and Safety Officers considered for shoot days. Allocating a COVID-19 safety role to a crew member will help supervise the elements mentioned above. It's crucial to also scope out if any crew or talent has travelled to, or been in contact with anyone returning from, a high COVID-19 risk country in the 14 working days prior to shooting.

Contact details of crew must be verified, with continuous follow-up contact for 14 days after the shoot if a fellow crew member contracts COVID-19.

Crew temperature checks must be done on arrival on set. Sharing of tools and property is best avoided and individuals are responsible for their own items.

PPE & SANITISATION

Basic (Tier 1) PPE such as masks and gloves should be available to all crew. Gloves must be worn once and disposed of. In the event masks become mandatory, guidance will be updated by the APA.

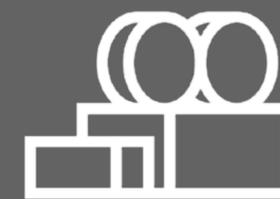
Enhanced (Tier 2) PPE includes a covering suit and a visor; this is for those needing to be in closer proximity with other people for a length of time.

Production must have sufficient PPE for all crew and talent, but requests can be made to crew for their own PPE. Talents' PPE should only be removed when essential. Safe disposal units, such as covered bins, are to be provided. Hand sanitisers and wipes must be made available. Clear etiquette around essential health and safety to be on posters throughout set.



LET'S ROLL...

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