



CH COVID Filming Policy & Process

Policy Statement

September 2020





We will make professional filming available to our clients again from the 1st June 2020. Revised September 2020.

In doing so, we will do our very best to ensure to maintain the health and safety of our employees, freelancers, clients and any other contributors.

We will do this by ensuring that:

- Crew and cast do not come to shoots if they have any symptoms.



- Crew and cast don't attend shoots if they are 'shielding' or classed as 'extremely clinically vulnerable' <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

- Crew and cast can attend shoots if they are classed as clinically vulnerable but they must abide by social distancing measures at all times <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

- Crew and cast wash their hands or use hand sanitiser regularly.



- Where possible the crew will adhere to 2m social distancing but if this is not possible 1m+ social distancing will be observed with visors and masks worn.

- Filming locations are COVID secure e.g. a COVID secure location will have put in specific measures to

look after the health & safety of individuals working in the location

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-1>

- We follow any changes to the government's alert system/stay at home messaging.
- We apply common sense to all situations and evaluate creative decisions vs the risk.



The most common symptoms of coronavirus (COVID-19) are recent onset of:

- New continuous cough and/or high temperature (37.8 degrees Celsius or above)
- Loss of smell and/or taste <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

However, it is CH's policy that anyone displaying any symptoms relating to illness such as a cold (but not allergies or chronic conditions), however mild should not attend a shoot.

Neither should they attend a shoot if they should be self-isolating because another member of their household is displaying the above symptoms of coronavirus (COVID-19).

Our Process

1. Planning before the shoot

The government have loosened restrictions in the UK to allow people to go to work where they can't do their work from home.

However, they can tighten restrictions, possibly at short notice, if data suggests the virus is spreading again.

The Producer should consider what to do in the event of this happening and plan for the possibility of any shoot being cancelled or postponed at short notice.

- 'Statement of work' with freelancer/ contracts with agencies and locations should allow a degree of flexibility. Cancellation charges should not be incurred if shoots have to be re-arranged because of changes to government advice
- Where possible, cancellation charges should not be incurred if a booked crew member is unable to come to the shoot because they have to self-isolate because they or another household member are displaying symptoms
- There will need to be a degree of flexibility in terms of delivery deadlines to allow for delays to shoots and a plan B if a shoot can't happen at all
- All pre-production meetings or auditions should take place 'remotely'
- Any filming location must be COVID secure and the Producer needs to check this in advance

(e.g handwashing facilities/ signage/ regular cleaning/ social distancing measures)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-1>

- Decisions on crew numbers must be based on the minimal number required to do the job.



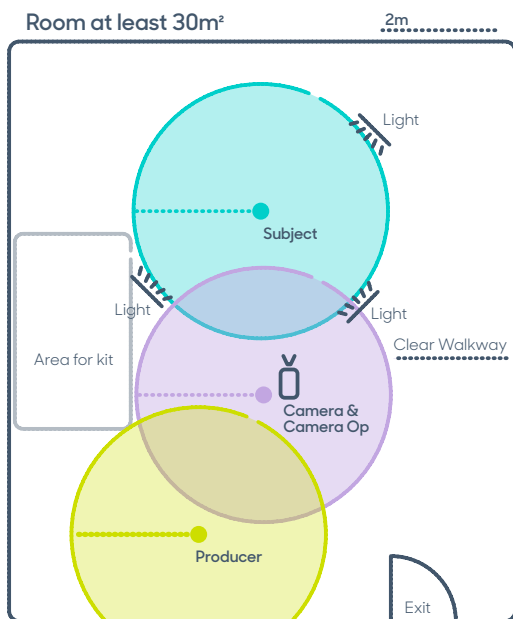
- More time should be planned for within the production schedule to allow for props buying
- Another Producer should be involved in any filming job as a backup, in case the lead Producer has to self-isolate because they or another household member is displaying COVID-19 symptoms or illness such as a cold
- Back ups for other crew members should be in place in case any booked crew member has to self-isolate because they or another household member is displaying COVID-19 symptoms or illness such as a cold
- Relevant risk assessments should be reviewed and updated for each job and shared with all participants prior to the shoot
- Shot lists and storyboards should be checked to ensure that social distancing (refer to page 2) can be achieved at all times
- Set up on a different day should be considered for jobs requiring large set ups to minimise the number of people required on the day of the shoot

- Medical declaration form should be sent out to cast/ crew & contributors ahead of the shoot so they have time to review it in advance
- Producers must check that no-one attending the shoot is classed as 'extremely clinically vulnerable'
- If filming is taking place inside, Producers must check that the designated area is large enough and will be free of furniture on the day of the shoot
- A large room = a minimum of 30 square meters for 3-4 people

Extra time to clean equipment during pack down.

2. Preparing/Collecting /Cleaning kit

- Amount of kit should be reduced if possible, to make distancing easier
- Only one person is allowed in the CH kit room to prepare the kit
- Hands must be washed before and after handling kit
- Before hiring in kit, company credentials must be checked to



ensure appropriate sanitation is taking place between rentals

- Hand sanitiser must be available in the CH kit room
- Hand sanitiser and disinfectant wipes should be packed with the kit
- Freelancers should be asked to follow a similar procedure when they prepare their own kit
- Social distancing must be maintained when loading/unloading kit into cars

- Extra time should be planned into the schedule to allow for safe practises to be adhered to e.g.

Extra hand washing

Extra time to move equipment in and out of the location and also around the location if necessary

Proper organisation of filming space

- Social distancing must be observed when receiving deliveries



- Face coverings should be packed with the kit
- Disposal bags should be packed with the kit
- Tape measure should be packed with the kit

3. Travel to and from the Shoot

- Public transport should be avoided.
 - Cast and crew must travel separately in their own vehicles
 - If there is a larger number of people arriving for the shoot then call times should be staggered to prevent crowding on arrival
- Currently all non-essential overseas travel is advised against by the FCO
 - When this changes, we will need to see how it changes and how insurance policy is affected
- 2m distance should be maintained when loading and unloading kit to and from the location

4. Health & Hygiene on Set

The most senior CH employee on the shoot or the nominated COVID Marshal will brief all crew about the arrangements and the procedures to be followed and will have the authority to stop work if it becomes unsafe. They are also responsible for ensuring that the risk assessment is followed.

- On arrival ensure the location is following their COVID secure guidelines, check for handwashing facilities and check for signage
- Everyone should avoid physical contact when greeting each other (no handshakes or fist bumps etc)
- Anyone who has symptoms, however mild, or is in a household where someone has symptoms, should not leave their house to

go to work. Those people should self-isolate, as should those in their households. They should not attend the shoot

- Symptoms of Coronavirus are:
 - A high temperature or fever
 - A new continuous cough
 - Loss of taste and/or smell
- Crew / cast notify the Producer as early as possible if they are unable to attend to the shoot because they or a member of their household have symptoms
- A written health declaration will be obtained from all crew and contributors at the start of a shoot stating:



That they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days

They have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days

That they are not 'shielding' or have any underlying health condition which might make them particularly vulnerable to coronavirus

That they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus

- Anyone developing symptoms while on location should be sent home and told to seek medical advice from the NHS

- A bin bag should be placed in an accessible location to dispose of disinfectant wipes
- Hands must be washed on arrival at the shoot, regularly throughout the shoot and on completion
- Before anyone is allowed on set their temperature is checked



- Hand sanitiser is to be made available at points of entry and common areas
- Information on how to maintain proper hand hygiene is to be supplied to all people present on set
- The production team are responsible for frequent cleaning of contact surfaces in the filming area. This includes: door handles, light switches, surfaces and any equipment handled by more than one person
- Any workstation used by more than one person needs to be disinfected between each user
- Personal and hired equipment should not be shared and where this is unavoidable, it should be regularly disinfected
- There should be no communal food preparation, storage or serving
- Crew should be encouraged to bring their own pre-prepared meals and reusable drink bottles from home and to take their own waste home
- Do not use:
 - Coffee station with self service
 - Snack bowls or unpackaged foods
 - Fruit that isn't individually packed

5. Social distancing on set

- Number of people on-set to be kept to a minimum
- Briefing should occur at the start reminding people of social distancing and any new people that arrive during shooting should be advised of this too
- Avoid unnecessarily moving kit as much as possible and reduce the requirement for close-working



- Where possible, 2m should be kept between people throughout the set up, filming and breakdown of the shoot (refer to social distancing on page 2)
- Where pairs of crew are required to work together, ensure that the same pair work together to avoid multiple contacts
- We request that individuals who will be seen on camera (not professional actors) arrive 'camera-ready'. Make-up will not be applied and hair will not be attended to unless specified by us prior to the shoot.
- Where make-up is required and specified prior to a shoot, we will work with a professional who will abide by film industry guidance on make-up application. Our guidance for make-up process is available on request.
- Contributors should put on their own radio mics
- 2m marking on the floor between



the camera op and contributor

- Face coverings must be worn in these two instances:

1. When it's not possible to maintain **1m+** social distancing e.g. moving a table, carrying a box or helping a contributor put on their radio mic

2. If someone on the shoot has declared that they are 'clinically' vulnerable e.g.

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/>



[whos-at-higher-risk-from-coronavirus/](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/)

The correct procedure should be followed when putting on a face covering, e.g. :

- A cloth face covering should cover your mouth and nose while allowing you to breathe comfortably. It can be as simple as a scarf or bandana that ties behind the head
- Wash your hands or use hand sanitiser before putting it on and after taking it off and after use. Avoid touching your eyes, nose, or mouth at all times and store used face coverings in a plastic bag until you have an opportunity to wash them or dispose of them
- Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. Once removed, make sure you clean any surfaces the face covering has touched

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

6. Practical Tips for Filming

- Minimum number people in a space:

Camera-op

Producer

On-screen talent

- Camera and monitor should be set up to maintain **1m+** between camera and Producer

This could even be set up in a different room if needed using the monitor

- Seating for filming and for waiting should be set up to promote distancing
- Tape should be laid out on the floor to demonstrate the 2m distance
- Extra-precautionary measure could be to ventilate space by opening windows before filming commences
- Producer and camera-op should be placed 2m apart
- iPad autocue should be controlled via bluetooth
- Longer lenses should be used for b-roll
- Monitors should be used with a long cable to allow Camera Op and Producer to be 2m apart (it's possible to plug in multiple monitors (SDI and HDMI) to FS7 if needed)

- Ingesting footage:
 - Producer should disinfect cards and drives before capturing footage
- Clip-on microphones should be attached by the person wearing. In the event that this is not possible as a last resort a member of the crew may attach it for them, they should ensure clean hands and also wear a face covering
- Boom mic should be considered as an alternative depending on room

7. Packing Up & Dropping Off Kit

- Kit should be cleaned with disinfectant wipes whilst being packed up
- Similar to collecting but in reverse
- Copy footage to server, obeying office's social distancing guidelines

APPENDIX

Face coverings (Government Guideline)

The Government is now advising that people should aim to wear a face-covering in enclosed spaces where social distancing is not always possible and they come into contact with others that they do not normally meet, for example on public transport or in some shops. Homemade cloth face-coverings can help reduce the risk of transmission in some circumstances. Face-coverings are not intended to help the wearer, but to protect against inadvertent transmission of

the disease to others if you have it asymptotically.

A face covering is not the same as a facemask such as the surgical masks or respirators used as part of personal protective equipment by healthcare and other workers. These supplies must continue to be reserved for those who need it. Face-coverings should not be used by children under the age of two, or those who may find it difficult to manage them correctly, for example primary age children unassisted, or those with respiratory conditions. It is important to use face-coverings properly and wash your hands before putting them on and taking them off.

Gloves (BBC Advice)

Gloves are not effective in preventing the coronavirus infection. Regularly washing bare hands offers more protection against catching COVID-19 than wearing them.

Sources:

<https://www.bbc.co.uk/safety/resources/safetynews/whatsnew/>

<https://deadline.com/2020/05/bectu-film-tv-coronavirus-safety-document-1202923242/>

[http://nordicfilmguide.com/thenewrulebook/\(Company in Sweden and Denmark\)](http://nordicfilmguide.com/thenewrulebook/(Company%20in%20Sweden%20and%20Denmark))

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>