

RECOMMENDATIONS REGARDING THE COVID-19 PANDEMIC DURING FILMING

Overview

For the purpose of preventing the spread of infection caused by the SARS-COVID-19 virus during the production of audiovisual works, especially during filming, certain technical and organizational measures need to be introduced. Given that every filming instance is unique, prior to filming, it is necessary to establish specific measures, which will take into account the specificities of the shoot and the recommendations of the competent body (the Croatian Institute of Public Health), while also making sure that the filming is disrupted as little as possible and ensuring social distancing (physical distancing) protocols are met and personal hygiene and space cleanliness is maintained at increased level.

Encouraging regular hygiene on set:

- i. All persons on set must follow the recommendations on hygiene and conduct aimed at reducing the risk of spread of disease established by the competent authority.
- ii. Hand sanitizers containing alcohol must be available at entry points and in common areas.
- iii. Information on maintaining proper hand hygiene needs to be available to all persons present on set in the form of official printed materials issued by the competent authority.

1. GENERAL RULES OF CONDUCT

- a. **Ensure the appropriate number of people on set** – only the people necessary for filming may be present on set.
- b. Respect the personal space of all members of the Filming/Film crew on set and avoiding unnecessary contact such as hugging, touching or handshaking.
- c. The division of labour of each sector on site should be ensured in a way that the members of different sectors needed for scene preparation are not present on set simultaneously.
- d. **Extras** – need to have their own common area at their disposal while they wait to be called in for filming: they need to wear face masks at all times except while shooting a scene, that is, after they have gone through the hair and make-up process. Extras on set need to follow the hygiene and conduct guidelines needed

in order to reduce the risk of possible spread of disease. They need to maintain social distance and pay attention to the contact between themselves and the rest of the Film crew. All Extras, without exception, need to wash and disinfect their hands before entering the film set area, as well as have their temperature taken.

- e. **Audience:** until the suspension of emergency procedures, all entertainment shows that are typically filmed before a live audience will be filmed without an audience present, or following the recommendations of the Croatian Institute of Public Health.
- f. **Make-up** – all members of the make-up sector need to have separate make-up kits for the cast and the extras. They also need to wear protective respirator masks, protective gloves and protective goggles. The possibility of having separate make-up artists for cast and separate ones for the extras should be considered.
- g. **Hygiene off set:** All members of the Filming/Film crew also need to comply with the hygiene and conduct guidelines needed for reducing the risk of possible spread of disease outside working hours, that is, for the entire duration of production. The hygiene and conduct guidelines are in line with the recommendations of the Croatian Institute of Public Health (<https://hzjz.hr>).

2. PERSONAL PROTECTIVE EQUIPMENT (PPE) – **protective equipment, masks and disposable latex gloves need to be worn during the entire shooting process:**

- a. **Face mask** – It is recommended that each person present during filming, including external associates, should wear a protective mask over their mouth and nose.
- b. **Protective gloves safeguarding against viruses and bacteria** – members of the production design department, props department and certain other crew members need to wear protective gloves. All sets and props that the cast are going to use need to be disinfected.
- c. **Protective gloves for other team members** – crew members who leave the shooting locations (i.e. production, drivers, assistants, etc.) need to wear protective gloves in order to prevent the contamination of the filming area.

3. PERSONAL DISINFECTION

- a. Establish a system of issuing, replacing and controlling of usage of disinfectants.
- b. All members of the Filming/Film crew are responsible for cleaning and sanitizing all contact surfaces, tools and objects that fall under the purview of their sector.
- c. The producer is responsible for reserving time within the daily working schedule

for crew members to disinfect the work gear and tools used during the day of shooting within their respective sectors.

- d. **Personal disinfection** – if the scene being shot is long, the crew members need to have on them pocket sanitizing hand wipes or a small bottle of disinfectant gel of up to 30ml, so that they do not need to go back to the hand disinfectant points.
- e. **Hand disinfectant point** – disinfection points containing hand sanitizer dispensers need to be located near toilets, catering areas and on set itself.
- f. **Shooting aboard/inside vehicles, etc.** – the production needs to ensure the disinfection of all vehicles used for shooting, as well as all the vehicles used to transport the crew and cast.
- g. **Disinfection of workspace** – while shooting outdoors, the make-up and costume departments need to sanitize their workspace and the make-up chairs for actors.
- h. **Disinfection of costumes** – it is important to sanitize the costumes regularly. The frequency of their disinfection will depend on the case-by-case risk assessment. The actors' personal clothing items will need to be protected separately, based on production provisions.
- i. **Disinfection of walkie-talkies** – all members of the Filming/Film crew who receive a walkie-talkie need to label their transceiver and use the same transceiver for the duration of the shooting. All walkie-talkies in use need to be disinfected daily.
- j. **Prop masters and production design assistants** need to clean and disinfect the props and set design regularly during and between shooting sessions, especially the surfaces touched by the actors.
- k. **Cleaning requirements** – the production is responsible for ensuring regular cleaning of contact surfaces, which include: door handles, surfaces, toilet areas and all equipment handled by multiple persons.

4. ON SET ORGANIZATION

- a. To the extent that this is possible, all meetings should be held via the internet.
- b. It is important, especially during the first few months, to consider opting for bigger spaces when using locations in public spaces in order to ensure that the crew members are able to maintain a safe distance. Also, it is important to ensure sufficient space so that crew members can maintain a safe distance while eating. Individual portable chairs are recommended in place of the usual cafeteria benches.
- c. **Drop-off (transshipment) points** – all large projects are recommended to set up a drop-off point where external deliveries can be disinfected before final delivery to the set.

- d. Rented vehicles intended for the transportation of the Film crew need to undergo car interior detailing before being leased. The number of Film crew members that may be transported by such vehicles will depend on the size of the vehicle and the possibility of keeping a safe distance between passengers. E.g., a 9-seater van may transport two passengers in each row, leaving one empty seat between the two passengers.

5. MEASURING BODY TEMPERATURE

- a. Each film crew/cast member needs to have their body temperature taken by a non-contact infrared thermometer on the day of the shooting, before arriving on location itself and before the start of the shooting. Each new subcontractor has to submit to having their temperature taken before arriving on set.
- b. It is recommended that all Filming crew members' temperature, including cast and extras, be taken before arriving to work.

6. FOOD AND DRINKS CATERING

- a. It is necessary to ensure that food can be provided by delivery and that every crew member is able to satisfy the safe distance requirement after getting their food at the catering area.
- b. There is no need to set up several food catering areas, provided that all meals, including the main meal of the day are packaged individually.

7. ON LOCATION SECURITY

- a. **During filming**, it will be important to provide a continuous and reliable system of security in order to prevent access of unauthorized personnel.
- b. In case of shooting on Location, the area needs to be cleaned and disinfected as thoroughly as possible and aired out before and after each filming session. The producers need to arrange these procedures in coordination with the owners/managers of the Location.

8. NECESSARY DOCUMENTATION

- a. Each production needs to comply with these measures in the process of conducting their risk assessment, and needs to insist on their suppliers complying with these measures in the process of performing their own risk assessments.
- b. Before the commencement of filming, the Filming/Film crew members participating in the filming need to provide the Producer with a statement containing clearly listed travels in the period of four weeks prior to the

commencement of filming. The Film crew also needs to provide the Producer with a list containing any contacts with individuals who have a confirmed or suspected COVID-19 infection. All Film crew members who have travelled to high-risk countries or have been in contact with persons infected with COVID-19 in the last two weeks, cannot participate in the filming.

- c. All Filming/Film crew members without exception will sign an agreement between themselves and the Producer about understanding the new regulations and guidelines of conduct valid for the entire duration of the audiovisual production.
- d. All Filming/Film crew members without exception will receive official notification that, if the Producer takes all the necessary precautions to ensure the safety of the Film crew from COVID-19 infection, they shall not be accountable if any crew members should become infected with COVID-19 during the production of an audiovisual work.
- e. **It is recommended to post information bulletins such as the one pictured below on shooting locations.** Having in mind that these measures imply a considerable change to the workflow in comparison to the period before the pandemic, posting reminders in this format is extremely important in order to ensure the compliance with these measures.



9. MANAGEMENT DURING FILMING

- a. The measures introduced to ensure the prevention of the spread of possible contagion on the filming location are coordinated by the person responsible for implementing and supervising the measures to prevent the contagion.
- b. **The authorized person (e.g. member of production team)** – is only authorized to observe the implementation of the measures by examining the checklist set up at the beginning of the shoot. This person is not authorized to change the measures, but rather only to ensure their application and to supervise the relevant documentation.

- c. **Record-keeping** – it is necessary to establish a system of keeping records of persons who are present at the shoot in order to facilitate contact monitoring in case of possible SARS-CoV-2 contagion. Records kept should include the following data: name, surname, date of birth and phone number.

10. WASTE DISPOSAL

- a. Disposable face masks, gloves, etc. are considered hazardous waste, therefore, used masks and gloves need to be placed inside a plastic bag and disposed of using a new set of disposable gloves, which will then also be disposed of. When using face masks made out of cloth, after using them, crew members need to put them in sealable plastic bags and then wash the mask at high temperature in order to sterilize it.

11. GRADUAL ARRIVALS TO AND DEPARTURES FROM THE SET

- a. To the extent that this is possible, people should be called onto the set in different intervals, ensuring that each sector has access during a certain period of time in order to prevent overcrowding while arriving on the set.
- b. The measures regarding public transportation are not deemed applicable because it is assumed most people will arrive to work by car.

12. FOREIGN CREWS WORKING IN CROATIA

- a. The Croatian producer will coordinate the implementation of all measures necessary for cross-border entry and departure of all foreign members of film and TV crews, in line with the general guidelines of the Croatian Institute of Public Health on cross-border travel, self-isolation and quarantine.
- b. All of the above-mentioned SARS-COVID-19 contagion risk prevention measures implemented during filming also apply to foreign crew members, that is foreign film and TV productions.