

**Croatian Institute of Public Health**  
Zagreb, 15th May, 2020

## **Guidelines for the production and filming of audiovisual and music material during the COVID-19 pandemic**

### **1 General guidelines**

**Visible notices.** Notices listing general hygiene and physical distancing measures in line with the guidelines of the Croatian Institute of Public Health [https://www.hzjz.hr/wp-content/uploads/2020/03/Plakat-za-javne-prostore-B1-COVID-19\\_HR-ENG.pdf](https://www.hzjz.hr/wp-content/uploads/2020/03/Plakat-za-javne-prostore-B1-COVID-19_HR-ENG.pdf) should be placed at noticeable spots directly before or immediately after the entrance to a studio or set.

**Hand disinfection.** There should be a hand sanitizer dispenser containing either an alcohol-based solution with no less than 70% alcohol or some other sanitizer with proven virucidal efficacy, at entrances to a studio or set, as well as at several other spots inside the work area, along with a visible notice to disinfect one's hands upon arrival and during work.

**Physical distance.** If possible, maintain a safe distance of 1.5 metres during work and interpersonal communication. Avoid physical contact, and for performances where it is not possible to maintain a safe physical distance, it is recommended that the performance should be done by the same persons each time.

**Protective gear.** The use of protective masks worn over the mouth and nose upon entering, while staying inside and exiting the work area is advised, except during performances. Technical and other personnel is advised to wear disposable masks and gloves, while a hand sanitizer should be made available to facilitate regular hand disinfection.

### **2 Protection of artists, employees and personnel**

**Supervise the health of artists, employees and personnel by measuring body temperature daily.** Before coming to a set, artists, employees and personnel will take their own temperature, at home each morning, and will not come to work if their temperature is higher than 37.2 °C and/or if they have respiratory difficulties. In case of elevated body temperature and/or respiratory problems, whether these are accompanied by elevated body temperature or not, they will phone in and inform the employer and the competent family medicine physician that they are unable to come to work until the cause of their respiratory problems or elevated temperature is determined.

**Number of persons.** As few persons as possible needed to still be able to execute regular work

operations should be present on set at the same time. If possible, work should be organized in several shifts, in such a way that there is a 30-minute break between shifts, which should be used for cleaning and disinfection of the work space and surfaces. The arrivals and departures of artists, employees and personnel need to be regulated, in line with the physical distancing guidelines, ideally separately and one by one, while avoiding close contact.

**Filming with an audience.** If filming in the studio or on set is done before a live audience, there should be as few persons as possible in the audience and a safe distance of 1.5 metres should be maintained. Guidelines for the prevention of COVID-19 infection during professional artistic performances, cultural programmes and events need to be observed.

**Keeping records.** For each shoot, a system of keeping records of people who are present at the shoot needs to be introduced 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. Filming should be done according to the filming schedule, using the artists, employees and personnel exactly listed in the schedule.

**Hand hygiene.** Hand hygiene needs to be maintained by washing hands with soap and water for 20 seconds, and when this is not possible, using an alcohol-based hand sanitizer with no less than 70% alcohol or another sanitizer with proven virucidal efficacy.

**Coughing/sneezing.** When coughing and sneezing, cover your mouth and nose with your elbow or a paper tissue that you will later discard into a waste disposal container with a lid and disinfect your hands afterwards. When coughing or sneezing, face away from other persons.

**Dishes.** Glasses and other wares and utensils should not be shared with other persons.

### 3 Cleaning and maintenance

**Airing.** All indoor spaces need to be aired out frequently. The use of air-conditioning and heating devices indoors should be avoided as much as possible.

**Cleaning and maintenance of work spaces.** Work spaces that are often touched need to be cleaned and disinfected frequently following the guidelines of the Croatian Institute of Public Health <https://www.hzjz.hr/wp-content/uploads/2020/03/Ciscenje-i-dezinfekcija-prostorije-bez-obiljelih-od-COVID-19-2.4.2020..pdf>

**Cleaning and equipment maintenance.** Cleaning and disinfection of costumes, props and other equipment, especially audio and video equipment used by a larger number of persons (earpieces, microphones, etc.) needs to be performed after each use.

**Toilet areas.** It is necessary to ensure more frequent cleaning, disinfection and airing of toilet areas. It is necessary to ensure that the personnel using the toilet facilities has access to appropriate hand hygiene and sanitizer.



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#### **4 Important information**

Depending on the type of activities involved in the production, other related guidelines of the Croatian Institute of Public Health apply for each area of activity (e.g. Guidelines for the operation of services in the field of food supply and catering, Guidelines for the operation of beauty salons during the COVID-19 pandemic or Guidelines for the operation of hair salons and barbershops during the COVID-19 pandemic, which relate to the sector of mask and make-up).