

LIVE ACTION FILMING MEASURES

April 29, 2020

Our production industry faces an unprecedented challenge as countries emerge from lockdowns designed to minimize the spread of COVID-19 and prevent unnecessary burden on local health services. How to resume filming in a safe and comfortable environment for everyone to do their best creative work.

PSN Partners are already [shooting live action in more than a dozen countries](#) in adherence with local government and [WHO recommendations](#). We're putting our boots on the ground experience at the service of our industry to help restore the confidence of crew, talent, brands, and studios.

This working document is a collection of individual measures in use by PSN Partners executing productions now. As a whole, the document does not constitute any legal or contractual obligation. It provides suggestions from the production trenches to be incorporated in individual production service agreements.

PSN and its Partners are committed to cooperating with local health authorities, governments, leading industry associations, our clients and crew to fine-tune these measures in the weeks and months ahead to ensure a safe and sustainable return to the workplace.

BEFORE SHOOT

- **Budgeting**

- Allow for backup crew & talent in case of illness.
- Allow for a Certified Medic / Nurse on set and adherence to all agreed health & safety guidelines.
- Allow for a certified Risk Prevention Officer , or local equivalent, on shoots involving more than 10 people.
- Allow time for sanitization breaks.
- Allow sufficient 1st AD days to prep remote shooting workflow and delivery of transcoded rushes with Director and Clients.
- Allow additional prep/wrap time as required for deep cleaning/sterilization of equipment e.g. 2nd AC for camera; Props; Wardrobe; etc
- Allow time for one department to “step in, step out” at a time.
- Adapt voice-to-camera scripts for boom mic wherever possible.
- Budget overtime by crew line item or department to facilitate client cost supervision during staggered crew/department rotations on set.
- Accept that any government change to health & safety protocol may necessitate a budget update.
- In the likelihood that production insurance will not cover claims related to COVID-19, clients may liken the circumstance to a weather day. In other words, they are responsible for additional costs associated with no-shows, delays, or cancellations caused by COVID-19, or government measures related to the same.

- **Pre PPM and PPM**

- Conduct all stakeholder meetings remotely.
- Contactless payment should be utilized rather than petty cash when possible.
- **Casting**
 - Conduct remote casting either with self-tape or video conference sessions connecting to each talent in their place of residence.
 - Consider alternatives to casting anyone with pre-existing conditions or above the age of 70 so as to avoid needless danger to those at highest risk.
 - Cast real families or those living under the same roof in roles requiring physical interaction or roles of minors on screen.
 - Ensure back-up talent selection and availability in case of illness.
 - Plan for Actors to arrive at casting on the assigned time, not earlier.
 - Encourage Actors to wait in their cars, not in the waiting area of the casting facility.
 - Have an actor check in from outside using their cell phone or use an app technology that checks an Actor in and sends the Actor a text when it is their turn.
 - One dedicated Casting Assistant should sign all performers in and out.
 - Consider using an actor's mobile phone or other personal item to simulate the handling of a prop.
 - Digitally distribute scripts as opposed to handing out sheets of paper.
- **Wardrobe fitting**
 - Include details of each clothing article and distinct sizes chosen for each selected and back-up talent in the PPM.
 - Select clothing choices during PPM.
 - Arrange wardrobe delivery for video conference fitting where needed.
 - Share wardrobe specs with actors to increase the likelihood the actor brings something that can be worn on the shoot.
 - Only conduct actual fitting on the day of shoot to minimize risk of exposure.

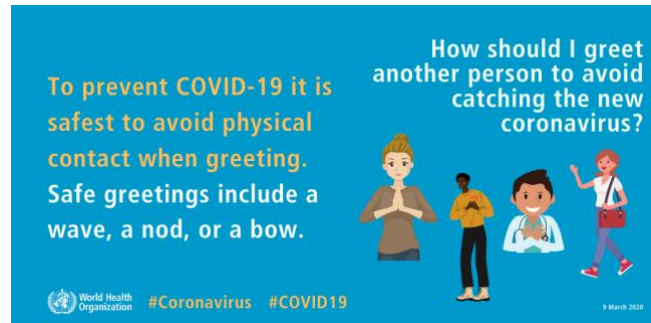
- **Location scouting**
 - Cover shoes when accessing an interior.
 - Reduce time at location to that needed for taking photos.
 - Maintain discussion at location with a single point of contact.
 - Consider the logistical challenges of a location before sharing with a Director or Agency / Client.
 - Anticipate providing alternative lodging to house occupants for the duration of the shoot and disinfection period so as to avoid sharing the same space over multiple shoot days.
 - Consider virtual director scouting via a streaming app.

- **Health & Safety**
 - Certified Risk Prevention Officer to conduct a remote health & safety briefing with all Heads of Department and stakeholders.
 - Risk Prevention Officer to prepare written health & safety guidelines, following HoD and stakeholder input during briefing, for distribution to everyone attending the shoot.
 - Production will distribute and require anyone attending the shoot to read and (digitally) sign the health & safety guidelines in advance. With their signature, each individual acknowledges:
 - Personal responsibility for following health & safety rules of local government and health authorities at all times.
 - That production service company compliance with authorized workplace protection measures is not failsafe.
 - That the production service company does not wish for them to engage in the project if they have traveled internationally at least 2 weeks prior to the shoot.
 - That the production service company does not wish for them to engage in the project if they have had any contact with confirmed / suspected cases of COVID-19 over past 4 weeks.
 - That the production service company expects them to advise immediately and stay at home if they are feeling symptoms of fever, a cough, sore throat, shortness of breath, flu-like aches and pains, or diarrhoea before the shoot day commences.

SHOOT

- **Screening / access to set**

- Contactless temperature test of each person. (Drivers upon arrival to set). If above 37.5°C (or 98.6°F) , the person will be sent to a designated health center for diagnosis. If temperature is normal, the person will be given a sticker to wear in a clearly visible location. No one will access the set without the sticker.
- Use of rapid-response test on each person (as reliability improves and always prioritizing availability to local health services). No access to set for anyone testing positive for Coronavirus.
- Masks or face coverings and disposable pocket tissue provided to all accessing the set. Masks should be changed at least once at lunch break.
- Trash bins at each access exit for disposal of masks or other PPE. Treat these materials as hazardous waste.
- Use of contact-less hand sanitizers positioned at all entry points to the set.
- Pocket hand sanitizers provided to technicians.
- Appropriate shoe baths at entrances or the use of disposable shoe covers as required.



- **Self monitoring**

- Avoid touching your eyes, nose, and mouth.
- Sharing of mobile phones, tablets or computers is not permitted.
- Cough or sneeze in a disposal tissue and throw it away after one use. In case of no available tissue, cough or sneeze in the crook of your elbow, not your hands.



- Wash your hands thoroughly and often with soap and water for at least 20 seconds, especially before eating and after using the restroom or blowing your nose. Report any symptoms such as fever, a cough, sore throat, shortness of breath, flu-like aches and pains, or diarrhoea immediately to the HOD and then to the Set Medic.
- Management asking a person suffering symptoms to return to their place of residence must respect the privacy of the individual by not revealing details to others.

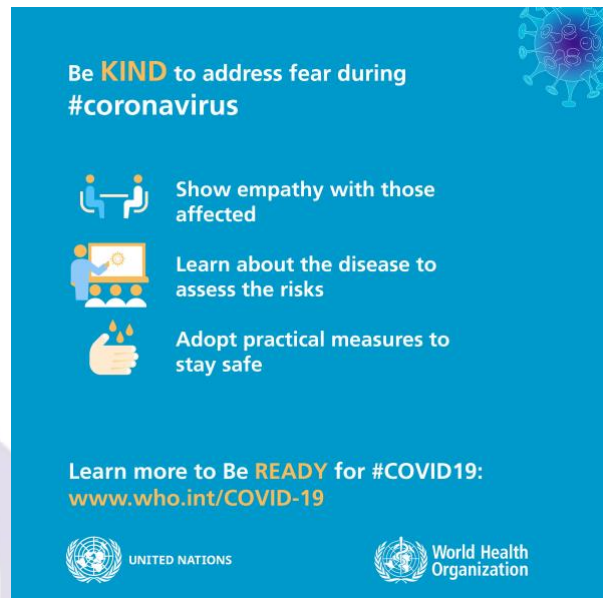


- Respect social-distancing of 2 meters and avoid hugging, touching, or handshakes.
- Rotate distinct department work on set in compliance with government restrictions limiting the number of people in one place. All persons must exit the set when their presence is not strictly required.



- **Workplace supervision**

- Assistant Director, Set Medic, Risk Prevention Officer, and Service Producer will be considerate but firm in enforcing health & safety guidelines on set.
- Set Medic will also test each person's temperature after lunch and issue a second approval sticker of a different color to be worn on the chest.
- Set Medic and Risk Prevention Officer supervise crew health and cleanliness practices on set throughout the day in order to adopt needed changes with immediacy and provide signed approval at wrap of each day.



- **Workplace prep & maintenance**

- Deep clean and sanitize studio/stage, location, motorhome and workstation spaces between each shoot day. Obtain a written validation from the studio/certified cleaning service prior to load-in, pre-light, or shoot.
- Digitally distribute production documents. No paper.
- Make contact-less hand sanitizer and disinfectant spray available throughout the workspace.
- Post signage reminding all to respect social distancing and observe cleanliness.
- Provide sanitizing wipes, tissues, and hand sanitizer for frequent use in all production spaces.
- Use contact-less toilets, faucets, soap dispensers, hand dryers where possible.
- Keep doorways open wherever possible to avoid contact.
- Provide sufficient, no-touch trash disposal on set and empty it before full.
- Sanitization breaks calling for everyone's cooperation to sanitize their workspace and air out the set will be established and enforced by the Service Producer, Risk Prevention Officer and Set Medic.
- Designate one-way pathways when possible (clockwise) in order to avoid people having to pass each other going opposite directions in a narrow hallway.
- Actors should wear clear face shields during in-person group blocking of a scene.

- Art Dept. to clean props and surfaces throughout shoot and between takes.
- Provide Home Economist / Product Specialist with space isolated from crew where food and/or product are under constant vigilance. Products and containers must be disinfected before use by talent. Government regulations concerning food preparation must be followed for any food or beverage that is prepared on set for talent consumption.
- Animal time on set kept to minimum. Trainers must disinfect paws before entry. No one but talent or trainer may interact with the animal.
- The Risk Prevention Officer ensures guidelines are followed while also upkeep disinfection of high-trafficked set surfaces (doorknobs, handles, elevator buttons, chairs), dedicated areas (Hair & Make-up, Wardrobe), common areas (craft service, bathrooms), and equipment where possible. Cleaning of technical parts done in consultation with each HoD.
- **Interior location shoot**
 - Coordinate with the property owner to carry out all applicable health & safety measures of a studio shoot.
 - Consider potential value of prep and strike days. This may be combined with location cleaning requirements.
 - Ensure there are sufficient spaces so that the crew may conduct its work in adherence to established health & safety guidelines.
 - Cordon-off no-go zones.
- **Exterior location shoot**
 - Arrange permits with local authorities well in advance.
 - Be considerate of diminished appetite for presence of film crews.
 - Consider logistical difficulty collecting neighbor permission signatures.
 - Post signage clearly restricting access to filming area. Establish and monitor designated entry / exit access to ensure social distancing.

○ **Tools of the trade**

- Camera positioned at least two meters away from talent at all times.
- Use boom mics or take extreme precautions with use of wireless lavs.
 - Disinfect all lav mics components thoroughly before and after each use.
 - Replace lav mounting components that can not be thoroughly cleaned.
 - Label all lav mics with name of user.
- Use remote follow focus and wireless video feeds.
- Camera, lighting, and grip gear delivered to set with provider disinfection guarantee. Crew to disinfect whenever moved or touched on set.
- Strive for consistency regarding which pieces of equipment are handled by whom.
- Disinfect all tools between each person's use. Construction & Art Dept. crew are encouraged to use their own tool set.
- Label sanitized walkie-talkies and earpieces for individual use only.
- Replacement batteries for walkies must be sanitized between uses, bagged, and distributed to crew as needed.
- Reduce to a minimum any equipment usage where social distancing may be impractical such as camera car and dollies.
- Provide one pen for each extra / talent to execute paperwork and make sure they know to keep it and not share.

○ **Transport**

- Production will provide a written declaration of responsible movement for any person requiring it to commute from their place of residence to the workplace.
- Deep clean all production vehicles before use. Drivers to disinfect vehicle interiors and handles regularly.
- Avoid use of public transport.
- Park and move own vehicle.
- Prioritize crew use of their own vehicles. Maximum number of people permitted in a 5-seater is 2 people (positioned diagonally with one in front and the other in back). In a 9-seater (or more) avoid seating more than one person per row and maintaining maximum distance permitted.
- Add max. capacity signage to van exterior.
- Suppliers of transport and picture vehicles provide guarantee of disinfection for each vehicle.
- Third-party suppliers making delivery to the set will provide a disinfection guarantee of the contents & packaging to production in advance.
- Drivers of third-party suppliers to remain in their vehicles. Loading / unloading will be carried out by the corresponding crew.

○ **Hair & Make-up**

- Keep the number of people in the room to a minimum.
- Wipe down and sanitize the area, including chairs and handles between uses.
- Keep contactless hand sanitizer at station for the artist and talent.
- Wash hands between applying make-up or fitting wardrobe to each talent.
- Wear eye protection due to close proximity to talent.
- Talent may wear mask or face shield when it does not interfere.
- Disinfect or sanitize any tools (tweezers, scissors, brushes, etc.) or products between shoot days.
- Use disposable applicators (mascara wands, lip brushes, eyeliner sticks, cotton swabs, powder puffs, etc.) and dispose of them after each use.
- Deep clean hair extensions before and after any application.
- Talent should apply their own minor touch-ups throughout shooting, where possible, to avoid artist contact with talent perspiration.
- Consider having talent show up having done their own Make-up.

○ **Wardrobe**

- Deep clean (or secure manufacturer certification of the same) for all wardrobe before and after shoot.
- Label and store each talent's clothing in separate plastic bags.
- Provide second outfit for doubles, specialists, and precision drivers.
- Use second skin costumes where possible to minimize clothing exposure to the skin.
- No clothing article to be shared by any talent without prior disinfection.
- Review retail return and exchange policies. Seek permission from Clients to allow actors to keep purchased wardrobe.
- Encourage background talent to wear their own clothes from home. Separate dressing areas permitting social distancing are required if this is not possible.
- Sanitize jewelry & accessories with cleaner that won't damage.

○ **Food & beverage**

- Post signage reminders at food service and restrooms to wash hands and be clean.
- Use paper towels with disinfectant (not repeat-use towels) to clean surfaces.
- Provide meals in individual containers with suitable utensils inside or individually wrapped.
- Allow for people to bring their own food properly stored in their own cooler and not reliant on preparation at production food service.
- Individual water bottles with a name label or boxed water will be provided on set.
- Provide personal service of coffee, tea, and water refill (not self-service).
- Provide single-serve soda, juice, iced-tea in environmentally-friendly bottles or cans.
- Serve condiments in individual packets.
- Serve snacks in individual packets or servings.
- Serve meals in a staggered manner to minimize density at the serving / dining area.
- Dining area set to ensure social-distancing.
- Use plastic chairs in dining area and throughout set that can be easily disinfected.



Cooperation with and adherence to commonly recognized measures is our best insurance against spread of COVID-19. Persons not following guidelines established in a production service agreement may be asked to leave the set immediately at the discretion of the Service Producer.

The above list aims to be comprehensive in spirit if not in substance. We welcome suggestions for the benefit of all. Common sense must be applied in unforeseen situations. We encourage further consultation of [advice provided by the World Health Organisation](#). And [bookmark this page to keep posted on PSN Partner measures during the Coronavirus pandemic](#).

