



**GUIDELINES FOR
FILMING IN SOUTH AFRICA DURING COVID-19**

04 November 2020

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1. INTRODUCTION

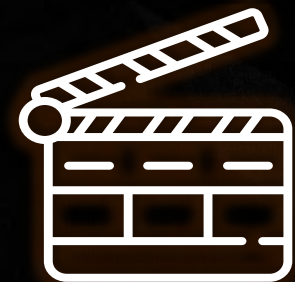
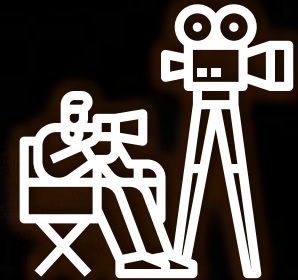
As a result of the Covid-19 pandemic and its impact on our country and the world we understand the necessity to create a new working protocol.

We will work within the guidelines put forth by Government and Health Authorities to ensure that there are safe working distances, screening protocols, and that proper hygiene measures are in place.

The aim of these protocols is to minimise exposure and thereby limit the spread of COVID-19 whilst maintaining a functional film industry.

This document is intended to supplement Government and local City Film Office SOP's and is based on the risk adjusted approach at the respective levels 5 - 1.

The aim is for the control measures listed to be used as best practice to protect the safety of all those who work on filmsets. Many of the measures listed herein are rooted in good film-set discipline and should be readily adaptable.



1. INTRODUCTION

LEVEL	RISK ASSESSMENT	DEGREE OF RESTRICTION	SUGGESTED NUMBER OF CREW
LEVEL 5	<i>High virus spread and/or low health system readiness</i>	FULL LOCKDOWN	-
LEVEL 4	<i>Moderate to high virus spread with low to moderate readiness</i>	HIGH RESTRICTIONS	<i>50 x CREW ON SET as per Minister Nathi Mthethwa media briefing 4.4.2020</i>
LEVEL 3	<i>Moderate virus spread with moderate readiness</i>	MODERATE RESTRICTIONS	<i>75 x CREW ON SET as per Minister Nathi Mthethwa media briefing on level 3</i>
LEVEL 2	<i>Moderate virus spread with high readiness</i>	REDUCED RESTRICTIONS	<i>75 x CREW ON SET additional crew / talent in holding area's as per media briefing for level 4</i>
LEVEL 1	<i>Low virus spread with high readiness</i>	MINIMUM RESTRICTIONS	<i>PENDING FURTHER GOVERNMENT ADVICE FOR ON SET NUMBERS. Numbers on set and at base camps is to be determined by capacity of the venue / location, available unencumbered space and that social distancing can be adhered to at all times. Social distancing must be implemented at all craft, holding and base camp areas</i>

Notes:

- All on set protocols to be in place that include COVID-19 risk assessments, crew and cast education and the necessary protection measures to eliminate the spread of COVID-19.
- Monitoring systems to be in place to ensure compliance with safety protocols.
- The wearing of masks is mandatory and social distancing needs to be practiced at all times unless talent are in front of camera – masks to be worn between takes.

2. GENERAL PRACTICES

- Individual film production business or workplaces will have COVID-19 risk assessments and plans in place and must conduct worker education on COVID-19 and protection measures
- On entering the workplace, all personnel will be screened for symptoms of COVID-19
- Social distancing measures will be implemented in the workplace
- All employees and freelance independent contractors will use a mask at all times (PPE will be provided for personnel who don't have their own)
- All work environments will have hand sanitisers and hand washing facilities with soap available
- Hand sanitiser being used on set and in any workspace needs to have minimum of a 70% alcohol content
- Prevent the viral spread in the workplace. This will include cleaning of surfaces and shared equipment and ensuring good ventilation
- Monitoring systems must be in place to:
 - (1) ensure compliance with safety protocols
 - (2) identify infections amongst employees
- Maintain regular housekeeping practices in your immediate space, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment
- Depending on the different alert levels, curfews and legislated rules must be adhered to as per prevailing government regulations, local film office and municipal SOP's



3. PRACTICAL IMPLEMENTATION

PUTTING GOVERNMENT GUIDELINES FOR THE WORKPLACE INTO PRACTICE ON COMMERCIAL FILM SETS

IMPLEMENTATION

- All departments will be encouraged to exercise and follow best practice methods and protocols at all times.

TRAVELING TO PLACE OF WORK

- A monitoring system will be implemented that prior to any travel to the workplace, the crew member will confirm via SMS to the allocated Health + Safety Officer that they are asymptomatic i.e. they are not experiencing any symptoms associated with COVID-19. It is advised that crew and production staff should practice safe social distancing protocol and the wearing of masks whilst traveling to work in shared or public transport. Please keep windows open to allow for ventilation.

HEALTH + WELLBEING

- A qualified Health + Safety Officer / Medic / Monitor will be allocated to every commercial film set workplace for the duration of the production. This person will be responsible for overseeing health checks and ensuring that all safety protocols are adhered to.

Please ensure the name and contact details of the Covid-19 Officer on set is clearly visible in the callsheet and dailies and communicated to crew and talent.

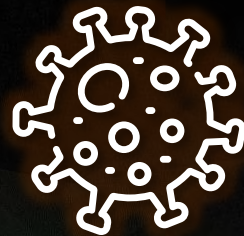
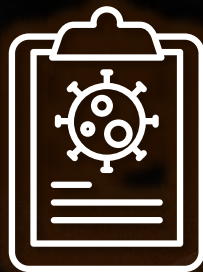
3. PRACTICAL IMPLEMENTATION

PUTTING GOVERNMENT GUIDELINES FOR THE WORKPLACE INTO PRACTICE ON COMMERCIAL FILM SETS

- On arrival, all personnel including crew, cast, client, and agency will be screened by the Health + Safety team where they will be required to submit to:
 - Temperature test
 - Health questionnaire
 - Report if they have been in contact with anyone suspected of having COVID-19
- Once personnel have been screened and cleared for work, they will be provided with a wrist band indicating that they may proceed to set.

HEALTH DECLARATIONS

- A short health questionnaire or a written declaration must be obtained from all crew and contributors at the start of the production stating:
 - Are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days.
 - Have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days
 - Undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of the coronavirus.
 - Production along with the Covid-19 officer on set must keep a register, for a period of not less than 6 months, with the following details of each person on set:
 - (a) Full name;
 - (b) residential address
 - (c) cell phone number and e-mail address



3. PRACTICAL IMPLEMENTATION

PUTTING GOVERNMENT GUIDELINES FOR THE WORKPLACE INTO PRACTICE ON COMMERCIAL FILM SETS

COVID-19 SYMPTOM PROTOCOL

- Anyone exhibiting Covid-19 symptoms will be isolated and not allowed to proceed to set
- Anyone developing symptoms whilst at work will be isolated, sent home, and advised to seek further medical attention
- Anyone who does not feel well or exhibits symptoms of Covid-19 must inform the Medic / Covid Officer on set immediately and refrain from any further interaction on set



3. PRACTICAL IMPLEMENTATION

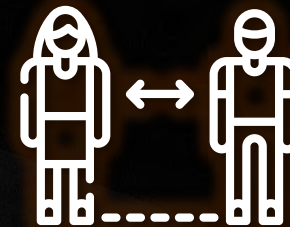
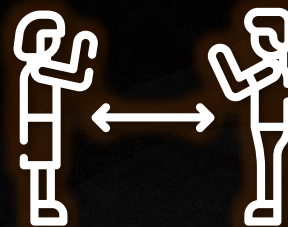
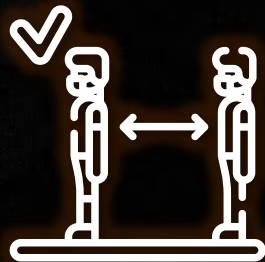
PUTTING GOVERNMENT GUIDELINES FOR THE WORKPLACE INTO PRACTICE ON COMMERCIAL FILM SETS

SOCIAL DISTANCING / LIMITING ACCESS TO COMMUNAL AREAS

- Social distancing to be adhered to as per Government regulations
- Each department and any personnel not required on set should remain at base camps or at a designated standby area – this should include any talent holding areas

ACCESS TO INFORMATION

- Information regarding the risk of spreading COVID-19 including the responsibilities and duties of everyone on set is to be made visible in common areas
- No one is exempt from adhering to these protocols



3. PRACTICAL IMPLEMENTATION

PUTTING GOVERNMENT GUIDELINES FOR THE WORKPLACE INTO PRACTICE ON COMMERCIAL FILM SETS

PRECAUTIONS TO BE IMPLEMENTED WITH IMMEDIATE EFFECT ON ALL FILM SETS

- At least one Medic / appointed Health + Safety Officer must be present on every shoot and a designated consultation area is to be provided for health checks
- Please ensure a designated isolation area is accommodated for at each location / base-camp
- Crew will suffer no fear of reprisals and be assured of confidentiality should they report to the Health+ Safety Officer if any protocols are not being adhered to that might compromise them
- Before every shoot a short health + safety briefing will be held. Please inform crew as to where the isolation area is and who the Covid-19 Officer is on set
- Masks will be required to be worn by all personnel on set, with the exception of actors during filming
- Masks will conform to the National Department of Health guidelines
- Production will ensure that all interior spaces are well ventilated
- Crew to ensure their work area is kept sanitised and safe. Production to supply sanitiser as required
- Production to provide sanitising stations on set in appropriate areas

4. INFORMED CONSENT

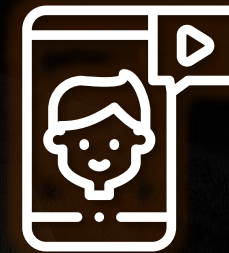
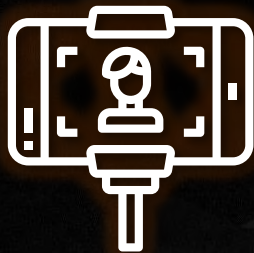
- Each person will be on set under the premise of 'informed consent'. They will be required at booking stage, and at any time thereafter but before the film shoot, to inform their agent / production of any risk or exposure to COVID-19. Anyone testing positive to Covid-19 within 14 days of the last shoot day is required to inform production

5. OFFICE BASED PREP / PRE-PRODUCTION

- It is encouraged for briefs, production meetings including pre-prod meetings to be held remotely where possible
- Meetings held in person or in the office should adhere to strict social distancing and Covid safety protocols
- Offices to be laid out allowing for production teams to adhere to social distancing protocols
- Production teams will be required to complete health questionnaires upon confirmation and throughout prep will need to undergo regular health screenings
- Finalise as many creative decisions as possible no later than pre-production meeting in order to reduce last minute changes on shoot days and to plan for all sanitary accommodations

6. CASTING

- Where possible, talent will do remote castings using 'self-taping', or cast via video-conferencing facility. Video conferencing applications have an option to record
- Where casting takes place at a casting studio, all social distancing and hand sanitising protocols will be adhered to
- Cast would be expected to fill in a health questionnaire
- It is recommended that talent be pre-selected to ensure controlled attendance at the casting, showing talent that is most accurate to casting specs, director's vision, and budget
- It is encouraged to limit the use of paper forms and sharing of pens. Where possible electronic versions to be used
- Casting studio layouts to be adjusted to allow that social distancing protocols are adhered to at the registration desk and that seating is 2 meters apart
- Overflow systems to be set up outside respective studios to delineate correct distancing
- Casting directors and staff at casting studios to wear masks at all times when engaging with talent and each other. Talent will be required to wear masks to castings and keep them on until the audition
- Hand sanitisers will be provided at the entrance to studios, and in casting studios. Talent will be advised to use this on arrival and departure
- Callbacks can be held in studio but must be staggered and managed to avoid overcrowding. Social distancing protocols are to be adhered to.



7. TECHNICAL RECCE

- Number of crew on technical recces to be limited to necessary crew only
- Social distancing to be adhered to in recce vehicles

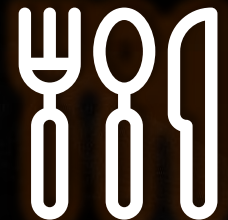
8. TRANSPORT FOR CREW TO SET

- It is advised that crew making use of public or shared transport practise safe social distancing and the wearing of masks whilst traveling to and from set. This is mandatory
- Where crew are required to share transport, this will be done in line with the Government rules and regulations including wearing face masks and using hand sanitisers



9. CATERING + CRAFT

- All catering and craft personnel to wear appropriate PPE at all times when preparing or handling food
- All people handling food for provision of others are to wash their hands before doing so
- Mealtimes will be staggered where possible
- Serving stations to be manned on set by catering staff only. Social distancing to be adhered to in a controlled manner
- Meals shall be served in eco-friendly enclosed packaging and production will ensure that recycling is managed
- Craft to provide single serve pre-packaged snacks
- Craft and snacks provided on set need to be individually wrapped or served by catering staff using tongs
- Should a sit-down eating area be provided, the social distancing protocols shall be adhered to
- All eating utensils + plates + bowls + containers of any kind should be pre-packaged, disposable, and eco-friendly
- Refilling of reusable water bottles shall be done with no contact made to the cooler nozzle by your bottle



10. EQUIPMENT

- Hiring companies and crew hiring gear are to ensure equipment handling and sanitisation protocols are in place
- Gear checks to be handled in a separate space to avoid cross contamination
- Crew to ensure that they sanitise hands before handling any gear
- All equipment arriving on a film set must arrive sanitised
- HODs to supervise handling of equipment and ensure that gloves / masks and hand sanitiser are made available
- Equipment to be handled by designated department members responsible for that equipment — all touch points to be sanitized between users. In practise, this means that PAs should not assist in carrying any equipment unless allocated directly to that department

11. REMOTE VIEWING + VIDEO VILLAGE

- Remote video viewing to be encouraged where possible
- Video village should be well ventilated and where possible set up in an exterior area
- Video village to be set up following strict social distancing protocol
- To limit contact between client, agency, and crew, a single 'go-between' should be appointed to convey information

12. MAKE-UP + HAIR

- Health and Safety education is advised with specific attention to microbe transmission
- Separate make-up and hair areas to be allocated and each separate workstation should adhere to correct social distancing protocols
- Appropriate PPE will be worn by make-up and hair artists
- Hand sanitising will be done before and after each make-up application
- Any brushes are to be sanitised between use or disposable applicator packs to be considered
- All workstation surfaces are to be cleaned between use
- All brushes and combs are to be sanitised with appropriate disinfectants between users – talent are encouraged to bring their own
- Mix foundation, powders, lipstick etc. on a separate clean palette for each individual
- Talent may consider using a face shield rather than a mask once make-up has been applied
- Only remove the talents PPE when essential



13. WARDROBE

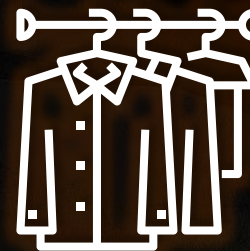
WARDROBE FITTINGS

- Limit number of people present at fittings
- Costume hire facilities to outline and implement wardrobe hire and sanitisation protocols
- Allow adequate prep time and approval time to take cleaning and sanitisation protocols into consideration i.e. washing / steaming of clothes prior to and after fittings
- Stylist to wear appropriate PPE and wash hands between fitting talent

WARDROBE ON SET AND DRESSING OF TALENT

- Physical contact between talent and wardrobe crew while often necessary, should be minimised whenever possible
- Appropriate PPE will be worn by the stylist and assistants
- The wardrobe stylist is to assist one cast member at a time and sanitise between each artist
- Fitting of talent to be handled individually or with respect to social distancing

- Wardrobe and accessories to be sanitised appropriately before placing on talent
- No wardrobe is to be tried on by more than one person unless it is steamed between fittings
- Approvals to take place by use of stills or video conferencing where possible or strict social distancing protocols need to be followed when fittings are attended
- Costumes should be provided individually i.e. hung in its own cover. The talent's clothes should be hung in the same plastic cover to avoid any possible cross contamination with other clothes



14. ART DEPARTMENT

- Prop hire facilities and art crew who hire props to outline and implement prop hire and sanitisation protocols
- All art crew to wear appropriate PPE in pre-production and on-set as required
- HODs to supervise the dressing and wrap of locations, handling of props, and ensure that gloves / masks and hand sanitiser are made available
- Minimise the number of crew in art teams where possible
- Art department briefing and pre-production meetings should be done remotely where possible
- Sterilising and cleaning of purchases to be worked into schedules

15. STUDIO SHOOTS

- Studios to provide safety and sanitisation protocols
- Studios to be sterilised before crew enter
- Departmental holding areas to be designated and clearly marked

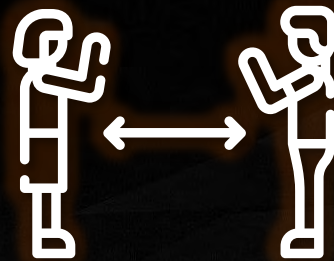
16. LOCATIONS

- Allow sufficient time for permitting and concurrence if needed
- Wherever possible, one-way access routes into and out of locations should be arranged to limit crew crossing
- Cleaning team to sanitise locations pre and post shoot
- Holding areas to be designated and clearly marked
- When filming in Johannesburg, all permit applications need to be applied for through the Gauteng Film Commission. All permit applications should be in 7 days before the shoot as per JMPD.
- When filming in Cape Town, please refer to the Cape Town Film Office Covid – standard operating procedures – [CLICK HERE](#)



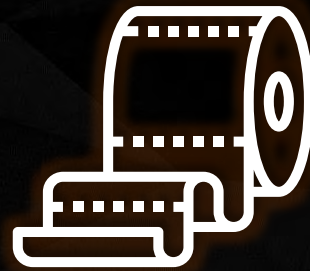
17. HOLDING + COMMON AREAS

- Where possible these should be situated outside
- Any seating provided will maintain social distancing protocols
- Interaction between departments will be minimised; this includes mealtimes
- No non-essential visitors allowed on set or in holding areas



18. TOILETS

- Toilets will be serviced under strict hygienic conditions and kept sanitised at all times



19. POST PRODUCTION

- Post production facilities to outline hygiene and safety protocols
- Post production to be handled remotely where possible
- Number of people in any post production space is limited to the gazetted rules
- Where remote work is not possible — social distancing protocols apply

20. INDIVIDUAL RESPONSIBILITY

- Each person on set has an individual responsibility and a duty to prevent the transmission of COVID-19
- Every film shoot is different — therefore when it comes to creative considerations, and what is permitted in front of camera, we all need to apply common sense and be aware of what we think we can execute responsibly on a case-by-case basis



Wash and sanitise your hand regularly.



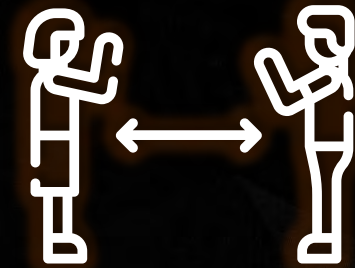
Cough and sneeze into your elbow or a tissue. Throw it away into a bin and wash your hands.



Wear your mask at all times, and ask others to be considerate.



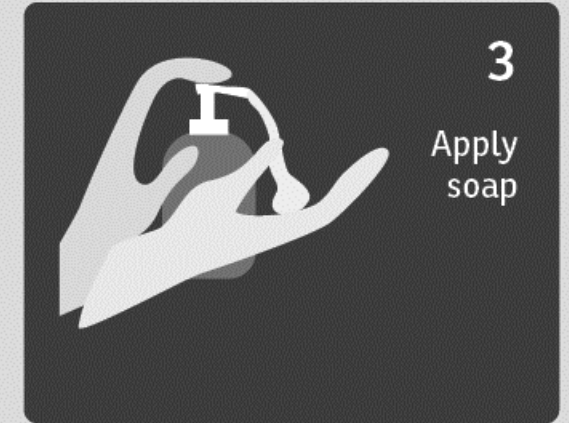
Limit physical contact – avoid handshakes, hugs and kisses.



Keep your distance and ask others to be considerate.

WASHING HANDS

HOW TO WASH YOUR HANDS PROPERLY



COVID-19 RELEVANT LINKS + HELPLINES



www.gov.za/coronavirus

www.sacoronavirus.co.za

www.who.int/emergencies/diseases/novel-coronavirus-2019



CORONA VIRUS (COVID-19) 24-HOUR HOTLINE NUMBER

0800 029 999

CORONA VIRUS (COVID-19) WHATSAPP NUMBER

0600 12 3456