

## **COVID-19 PROTECTION CONCEPT AND BINDING INDUSTRY STANDARDS for the corporate and commercial film industry**

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Gender note: For ease of reading, male pronouns are used in an all Covid-19 documents. The female form is of course always included.

The SWISSFILM ASSOCIATION is the association of corporate and commercial film producers in Switzerland. Its members, who are active in all areas of film production, from corporate and commercial films to training films and commissioned television productions, generate the majority of revenues by producing films in Switzerland.

### **TABLE OF CONTENTS**

<b>Task</b>	<b>Page</b>	<b>Task</b>	<b>Page</b>
FOREWORD	2	6. Promotion of hygiene on location	8
SUMMARY	3	7. Ensuring health on location	9
DETAILS	6	8. Coronavirus tests	10
1. Preparatory measures	6	9. Covid-19 officer	10
2. Distance in the workplace	6	10. Guidelines per department	11
3. Make-up, hair, and wardrobe	7	11. Protective material	19
4. Minimising number of people on set	7	12. Cleaning material	21
5. Staggered arrival and admission on set	7	LINKS	23

### **FURTHER DOCUMENTS**

Information Sheet – Filming during Corona

Summary Covid-19 protection concept

Confirmation concerning health protection in the workplace (conformity sheet)

What to do if Covid-19 symptoms occur

Functional profile Covid-19 Team

Checklist for employees on set

Checklist for producers

Covid-19 material list

**All documents are available on the homepage of the SFA! The latest news from the federal government and canton are available here: [www.bag.admin.ch>situation-schweiz-und-international](http://www.bag.admin.ch>situation-schweiz-und-international)**

## FOREWORD

The coronavirus pandemic means that employers are called upon to ensure that the requirements imposed by the Federal Council, the Federal Office of Public Health (FOPH) and the individual cantons are observed and implemented during work. The appropriate protective measures must be developed and published by the industries themselves.

As a matter of urgency, the Swiss corporate and commercial film industry depends on being able to continue its activities within the framework of the applicable regulations during corona times and to be able to offer a clear framework of working conditions to employees and clients. As the industry representative of the corporate and commercial film industry, SWISSFILM ASSOCIATION has prepared this protection concept with regard to Covid-19 on the basis of the current valid regulations.

At the time of drafting this concept, there are no recommendations specifically aimed at the industry or at the practical conditions of a film production. The industry-specific measures to reduce the spread of Covid-19 are therefore derived from a range of experiences and the more general rules and guidelines for workplaces. As the activities of the film industry do not differ in many respects from the activities on a construction site or in special areas such as those in a hairdressing salon, the concept is deliberately based on the official guidelines of the federal government and the concrete specifications and checklists of the construction industry, the hairdressing trade or other comparable industries. The relevant passages are inserted as references and additions.

The concept furthermore presents the specific guidelines for the film industry. The information corresponds to the general requirements that the Swiss corporate and commercial film production industry depends on.

## SUMMARY







Employers are **required** to ensure compliance with government guidelines to minimise the risk of infection. They must ensure that adequate hygiene is maintained and that the required distances can be maintained.

All those involved in a production act **on their own responsibility** and in the knowledge that these stipulations are not harassment, but that each individual is "part of the solution" to protect themselves and others from being infected with coronavirus. They are obliged to observe the basic rules and protective measures in the workplace (even in stressful situations!) and to help reduce the risk of infection.

## Main objectives

- Minimising risk
- Protection of all parties involved
- Reduction of the spread of the SARS-CoV-2 virus
- Keeping the workplace virus-free
- As little physical movement as possible in the work area
- As little mixing of staff as possible
- Protection of the "irreplaceables": Actors, director, DOP
- Preventing a stop of filming

## Basic rules

					
Wear protective masks if distancing is not possible	Wash hands thoroughly	Maintain distances of at least 1.5 metres	No shaking hands, hugs, kisses	Cough and sneeze into paper tissue or the crook of your arm	In case of symptoms, seek guidance immediately and stay at home

## Ensuring health on location

Production ensures that only healthy people are present on set. No persons showing symptoms of illness should be allowed to enter. Outsiders not involved in the production have no access to the set.

## **Maintaining distance in the workplace**

The production must comply with the required distance regulation - at least 1.5 metres - in all areas. The number of people on the set must be limited to the required minimum, both in front of the camera and behind. If this is not possible, the contact time must be kept to a minimum and suitable protective measure must be implemented.

## **Staggered arrival and admission to the film location**

The work must be coordinated as far as possible to ensure that a minimum of people have access to the set at all times. Care must be taken to ensure that the individual departments are located in separate areas.

## **Obligation to wear protective masks**

Wearing protective masks is mandatory in the entire working area and in vehicles.

## **Make-up, hair, and wardrobe on location**

Employees for make-up, hair and wardrobe may work with actors, but only under the prescribed conditions. (Face mask and hygiene measures, conforming to rules for hairdressers).

## **Promotion of hygiene on location**

All persons on set are obliged to follow the guidelines of the health authorities on hygiene and conduct that are required to minimise the risk of spreading the disease. Production ensures that the appropriate infrastructure is available.

All rooms should be thoroughly ventilated as often as possible, at least every two hours.

It is particularly important that used protective material is disposed of only in closed waste containers with foot pedal. Each person disposes of their own waste.

Do not leave personal cups / bottles standing around, but rinse them and put them away yourself immediately after use.

## **Personal measures**

Travel in your own vehicle if possible.

No shaking hands, hugging, kissing hello.

Wash hands regularly and thoroughly (20-30 seconds) and/or disinfect. If possible, don't touch your face.

Cough and sneeze into a handkerchief or the crook of your arm.

### **Covid-19 symptoms**

Persons with Covid-19 symptoms inform the Covid-19 officer immediately and stay at home.

Those who are already on the set must distance themselves, undergo a medical examination in consultation with the production management and follow the doctor's instructions. Working whilst displaying the Covid-19 symptoms listed below is not permitted without prior medical clarification.

Acute respiratory symptoms (e.g. cough (usually dry), sore throat, shortness of breath, chest pain) and/or fever without other causes and/or sudden loss of sense of smell and/or taste and/or acute confusion or unexplained deterioration in general condition in older people (65+).

The following symptoms are also possible:

Headache, general weakness, malaise, muscle aches, rhinitis, gastrointestinal symptoms (nausea, vomiting, diarrhoea, abdominal pain), skin rashes.

The symptoms of the disease vary in severity, they can also be mild. Complications like pneumonia are possible as well.

#### **After work**

If the precautionary and protective measures on the set are strictly adhered to, the greatest risk of infection with the SARS-CoV-2 virus is associated with conduct during free time! Out of respect for colleagues and for the safety of the project, it is strongly recommended that you minimise the risk of infection during your free time.

Use of the SwissCovid app for contact tracing is recommended. The app is available in the Apple Store and Google Play Store.

## DETAILS

Each employee is responsible for making sure the rules are implemented. The departments determine the responsibilities internally. The Covid-19 officer provides advice, monitors the measures and is responsible for corrections in consultation with production management. If individual regulations cannot be complied with for reasons of content or logistics, the Covid-19 officer informs production management and discusses possible solutions.

### 1. Preparatory measures and planning

Work from home whenever possible. Instead of physical meetings, online meetings should be held whenever feasible.

Travel in your own vehicle whenever possible.

### 2. Maintaining distance in the workplace

#### *Information sheet for employers*

#### *2.2 Distance in the workplace*

*The employer must set up the workplace in such a way that employees can maintain sufficient distance from other persons in the company (at least 1.5 metres). If this is not possible, the contact time must be kept as short as possible. If the minimum distance is not met, additional protective measures must be implemented. Apply floor markings to ensure that a distance of at least 1.5 metres between employees and customers is maintained.*

#### General principles

All persons must be able to maintain a distance of 1.5 metres during work. This applies to all places where work is carried out, as well as break and rest rooms, changing rooms and canteens. If this is not possible, the contact time must be kept as short as possible and suitable protective measures must be implemented. Floor markings must be applied to ensure that a distance of at least 1.5 metres between employees is maintained.

#### Interior shots

The maximum number of persons allowed to enter at any one time depends on the size of the accessible room at the filming location. Each person requires at least 2.5 m<sup>2</sup>.

#### Catering and waiting rooms

Common areas and waiting areas for employees must be large enough to maintain the distance rules. Catering on the set should follow the government's guidelines regarding catering.

#### Recess and location inspections

These should be minimised and carried out in as small groups as possible.

### 3. Make-up, hair and wardrobe on location

#### Protection concept Coiffure Suisse 1

6.4 Mandatory measures when working at an unavoidable distance (<1.5 m)

Persons should be exposed as little as possible during work by reducing the duration of contact and/or taking appropriate protective measures. ▪ The employee must wear a protective mask whilst providing the service. ▪ Customers must wear a protective mask during the service ▪ In case of direct contact with the customer (e.g. facial treatment, beard, cosmetics etc.), the employee must wear a face visor in addition to the protective mask.

6.5 Cleaning ▪ Regular cleaning of surfaces and objects after use as required, especially if they are touched by several people. Work instruments are disinfected after each customer. ▪ The safe and careful disposal of waste must be ensured.

The workstations must be cleaned between each user and must be at least 1.5 metres apart.

Before and after the hair and make-up session, both the actors and the make-up artists must wash or disinfect their hands.

Reusing tools and make-up on different persons is not permitted. This also includes mascara and lipstick. Wearing a mask during the work is recommended. Important: Masks primarily protect others, not the wearers themselves.

### 4. Minimising the number of people on location

The number of people on set should be limited to the required minimum. Agency and client are also encouraged to send as few representatives as possible.

The work must be coordinated as far as possible to ensure that a minimum number of people have access to the set at all times. In the case of activities that do not have to be carried out simultaneously, a trade should not start work until the previous trade has finished and left the room. Set visits by persons not involved in production must be arranged with production management.

### 5. Staggered arrival and admission to the film location

Attendance periods should be staggered as far as possible so that each department is given access at certain intervals to avoid overcrowding when arriving on set. The number of persons in a vehicle should be reduced by making several journeys or using several vehicles (possibly private vehicles). Individual transports are preferable.

## 6. Promotion of hygiene on location

### Information sheet for employers

Employers are obliged to provide facilities that enable compliance with the protective measures specified by the FOPH. Possible measures are, for example:

- All persons in your company (employees, contractors, and customers) should wash their hands regularly with soap and water. This is especially important before arrival at the workplace, before and after breaks and before and after meetings. In workplaces where this is not possible, hand disinfectant must be provided.
- Disinfect work surfaces, keyboards, telephones, switches, and handles and work tools regularly, especially when sharing.
- Refill soap dispensers and disposable towels regularly and make sure you have sufficient stocks.
- Remind staff not to share cups, glasses, dishes, or utensils; ensure that dishes are washed with soap and water after use.
- Remove magazines and papers from waiting rooms and common areas (such as coffee areas and kitchens)
- Ventilate work areas about 4 times a day for about 10 minutes.
- Use personal work clothes and wash work clothes regularly.
- Regularly clean door handles, elevator buttons, stair rails, coffee machines and other objects that are frequently touched by several people.

All persons on set are obliged to follow the guidelines of the health authorities on hygiene and conduct that are required to minimise the risk of spreading the disease.

Several hygiene tables with alcoholic hand disinfectants will be set up at and around the set, at the entrance points and in the common areas.

A handwashing facility is provided at every entrance to the film location. If this is not possible, a mobile handwashing station is to be set up, which must be used before entering the set.

All work premises (production office, equipment store, wardrobe store, make-up room, etc.) must be equipped with disinfectant. If possible, an additional handwashing facility with soap should also be available here.

Each person is responsible for cleaning/disinfecting their own utensils and the equipment they use. The material can be ordered from the Covid-19 officer.



Shared surfaces on and around the set are regularly cleaned and disinfected. Personal cups / bottles should not be left out but must be rinsed and put away immediately after use.

All rooms should be thoroughly ventilated as often as possible, at least every 2 hours.

It is particularly important that used protective material is disposed of only in closed waste containers with foot pedal. Each person disposes of their own waste.

The use of fans in shared work areas and on the set is not permitted.

Information on maintaining adequate hand hygiene, distancing, access and other rules must be made available to all persons present on the set - both in the form of official printed material from the health authorities and as part of the morning briefing.

## **7. Ensuring health on location**

### Information sheet for employers

*In case of cough, sore throat, shortness of breath with or without fever, chills, or muscle ache, stay at home and visit a doctor's office or emergency department after making an appointment by telephone. Do not allow employees to work whilst sick.*

Production ensures that only healthy people are present on set. No persons showing symptoms of illness should be allowed to enter. Outsiders not involved in the production have no access to the set. When shooting for several days, the health of the persons on location is checked daily. (Conformity sheet)

Protective masks must be worn from the entrance transition space at the latest.

During filming, the body temperature of all those present is taken when work begins. Above 37.5 degrees there will be further examinations and, if necessary, a coronavirus test will be performed.

There are to be no festivities such as a wrap party.

Children aged 12 and over are subject to the same rules as adults with regard to protection requirements.

There is a general ban on stroking film animals, except on the part of the cast in order to establish a bond with the film animal or if the script requires it. Private animals are not allowed on the set.

## **8. Coronavirus tests**

Production determines which crew and cast members are tested and whether and at what intervals tests are to be repeated. The tests are carried out in a medical centre by a healthcare professional.

In the PCR test (polymerase chain reaction) a nasopharyngeal swab is taken. This is tested for the presence of the SARS-CoV-2 virus gene. It takes 24-48 hours on working days to receive the result. A test is only meaningful if the person tested is quarantined at least until the test result is available. The virus can be detected with the test from at least 3 days, but better 5 days after infection. As a negative PCR test does not provide a 100% reliable result, the risk of infection at the workplace is not completely eliminated even after a test. This makes the implementation of protective measures at work all the more important. The use of other tests currently available on the market (antibody tests, self-tests, rapid tests, etc.) is not recommended as these are not conclusive and have not yet been scientifically validated.

## **9. Covid-19 officer**

For larger sets, it is recommended that a Covid-19 officer or a Chief Health Set Officer be appointed, who will take responsibility for monitoring and ensuring compliance with the rules. Someone from the set and recording management is best suited for this task. It should be someone who has no additional responsibilities on set.

The Covid-19 officer is the contact person for the entire crew and cast with regard to the implementation of protective measures before, during and after shooting. He is available to all parties involved as a contact point for any concerns regarding Covid-19 and clarifies any uncertainties, checks the implementation of the protection concept and the guidelines in relation to the project during the preparation phase. He records any changes in writing in consultation with the production department. The Covid-19 officer is responsible for informing all parties concerned about the measures to be taken and their implementation. He or she ensures that all those involved are provided with the necessary protective and hygiene materials and, if necessary, organises the coronavirus tests. In cooperation with the producer, the Covid-19 officer structures the processes on set and supervises the implementation of protective measures. He discusses the implementation of the protection measures during the journey with people who are travelling.

In addition to the Covid-19 officer, it may also be appropriate to have a Covid-19 runner, depending on the size of a shoot. He carries out additional work and relieves individual departments.

## 10. Guidelines per department

### Transport

- It is compulsory to wear protective masks in vehicles with 2 persons or more (also applies to people who live together and work together within the department)
- Only 2 persons per row of seats are permitted in vehicles
- Car: max. 4 persons
- 9-seater: max. 6 persons
- Transporter/truck: max. 2 persons
- In exceptional cases, actors with make-up can be driven without a protective mask. In this case the following applies: Only 1 person per row of seats, sit offset per row, avoid talking
- Drivers are responsible for ensuring that sufficient protective materials (hand and surface disinfection, cleaning cloths, protective masks) are available for all passengers
- Drivers are responsible for regularly disinfecting all contact surfaces in their vehicle and airing the vehicle regularly
- Activities and transports with external contact should not be carried out by cast drivers, but by production drivers
- Swapping vehicles should be avoided. If this is unavoidable, the transferring driver cleans and disinfects all the interior and exterior surfaces specified above, leaves no personal belongings behind, and disposes of all waste correctly
- Travel by public transport should be avoided whenever possible. If unavoidable, it is mandatory by law to wear a protective mask on public transport
- If a taxi is used, only use official taxi companies (no Uber & co)

### Production

- Assemble a vehicle fleet in accordance with the protection concept and guidelines
- Production office to provide protective masks for visitors and suppliers
- Meeting tables, shared equipment, and door handles in the production office must be continuously disinfected and their use reduced to a minimum
- Provision of technical equipment for meetings, castings, rehearsals, acceptance via video calls
- Specify in consultation with the Covid-19 officer how to deal with crew, actors, and extras from high-risk groups
- Organise arrival and departure of crew and cast in consultation with Covid-19 officer
- In the case of accommodation provided by production, production clarifies in advance, in consultation with the Covid-19 officer, which protective measures the hotels or landlords apply and coordinates these with the Covid-19 measures required in the production context

## Direction

- Early review of the content of the script according to infection prevention criteria (staging, spacing, decoupage, extras, etc.)
- Conduct briefings and preliminary talks by telephone or video conference if possible
- Choose video castings where possible, determine at an early stage which cast has to be cast on location
- Minimise rehearsals and perform them in small groups
- If possible, carry out acceptances and rehearsals digitally
- Determine early on which scenes need to be rehearsed "live" and which ones you can do without; the principle is to reduce the time on the set
- The 1.5-metre distance must also be maintained during castings, rehearsals and acceptances; if distances cannot be maintained, protective masks must be worn
- If the actors want or must refrain from wearing protective masks during castings and drama rehearsals, all those involved must agree
- Avoid close contact with others when shooting if and when possible
- For scenes with extras, work with stand-ins or crew members during the staging if possible, so that the contact time between extras and actors can be minimised
- If possible, perform technical rehearsals with a protective mask

## Actors

- Production defines and organises coronavirus tests
- Actors are instructed to be particularly careful in day-to-day life from 5 days before their assignment and between shooting days, and to observe the generally applicable hygiene and distancing rules; public places, events, restaurants are to be avoided
- Actors are contacted by the production team or by the Covid-19 officer to discuss the implementation of protective measures on arrival and departure
- The 1.5 metre distance must also be observed during castings, rehearsals and acceptances
- It is in principle mandatory to wear protective masks; if wearing protective masks is to be waived during castings and rehearsals, all those involved must agree
- In exceptional cases, actors with make-up can be driven without a protective mask. In this case the following applies: Only 1 person per row of seats, sit offset per row, avoid talking
- Protective masks must be worn on arrival and departure from and to the accommodation
- Make-up artists organise the work process so that the protective mask can be worn as long as possible on arrival
- Hair should be washed daily if possible and in agreement with the make-up artist
- Actors put on and take off the costumes themselves whenever possible

- Private clothes and objects are stored in the wardrobe department in personalised bags and garment bags provided for this purpose, no personal items should be left lying around
- During technical rehearsals before make-up and during longer breaks on the set, a protective mask must also be worn in consultation with the assistant director
- Otherwise, it is not necessary to wear a protective mask during the shooting day and especially in front of the camera
- Maintain distance between takes and during short interruptions whenever possible
- To protect actors and staff, crew members who are unable to maintain the minimum distance over a longer period of time wear a visor in addition to a protective mask
- Where available, waiting time should be spent in the lounge area specially provided for actors

## **Assistant Director**

- Together with the Covid-19 officer and recording management, review the shooting schedule at an early stage with regard to the feasibility of protective measures and adjust it if necessary
- Supervision of the implementation of Covid-19 measures on set
- Ensure that only those people who are absolutely essential are on the set
- Instruct crew and actors to keep a minimum distance during interruptions
- During technical rehearsals before make-up and during longer breaks on the set, a protective mask must also be worn by the actors where possible
- Instruct actors to stay in the lounge provided specifically for them during waiting periods
- Allow for and require regular airing of the sets (through draught!) during interruptions and breaks
- Distribute documents such as schedules only in digital form, with the exception of a few printed copies for the lunchtime scheduling coordination, a printed schedule can be provided at the express request of individual crew or cast members, clean/disinfect hands for distribution of printed documents

## **Extras**

- If possible, avoid using persons from high-risk groups and clarify whether they belong to a high-risk group at an early stage
- Keep the number of extras low
- Consider coronavirus tests for extras who come closer than 1.5 metres to the actors in the production
- Preference is given to people who have installed the SwissCovid app

- The assignment of rights also includes the health declaration and is transmitted digitally to the extras before the relevant day of shooting; they must have returned it at least 24 hours before the day of shooting. In exceptional cases, the content can be confirmed by e-mail and the document signed on the day of shooting
- Protective masks must be worn in the lounge area during waiting times and whenever possible during wardrobe and hairstyle checks
- The minimum distance of 1.5 metres must be maintained in lounges
- In order to minimise duration and crowding, payment should be handed out precounted in envelopes
- Disinfect writing utensils regularly

## **Recording Management**

- Provide sufficiently large side rooms (M/W, breaks, catering, etc.), 2.5 square metres per person as a guide
- Separate room for make-up (at least 1.5 metres distance between the make-up stations)
- Separate room for wardrobe
- Own lounge for actors
- Own lounge for actors belonging to high-risk groups
- Own lounge for featured extras
- Own lounge for crew
- Catering during the summer months preferably in open tents outdoors
- In consultation with the caterer and Covid-19 officer, implement seating arrangements for catering that comply with safety measures, considering increased space requirements
- If base system is used, appropriately large rooms, make-up fresh-up area, wardrobe, lounge near the set, cleaning staff at the base
- Coordination with possible protection concepts of location providers

## **Set Recording Manager**

- Clear instruction on the set
- Mark out routes and rest areas (more detailed than usual), Covid-19 signage
- Distribute a sufficient number of closed waste containers in all areas
- Construction and maintenance of handwashing stations (incl. disinfectant) as well as entrance and lunchtime transition space
- Corona-compliant maintenance mini-catering in consultation with Covid-19 officer
- Monitoring of protective measures in cooperation with Covid-19 officer in the set periphery
- Support and relief of the Covid-19 team in cleaning and disinfection of sets, lounges, toilets, if necessary and possible

- Air the set and lounges at every opportunity, but at least every 2 hours
- Additional tents on standby, tents for actors are required depending on the location and season
- Disinfect batteries and walkie-talkies after each use
- In case of intermittent road closures, minimise crowds
- When arranging seating in lounges, ensure that distances are predefined immediately by the placement of chairs
- Use small waste bags on the set and in M/W base, collect them regularly and dispose of them regularly in larger collection bags
- Have purchases made from external contact carried out by production drivers, not by cast drivers

## Camera

- Wear protective masks when loading and unloading, keep contact with rental staff brief, maintain safety distances
- Use of eye cushion only by operator
- Disinfect camera and accessories (incl. memory cards) with special cleaning agents from the rental company
- Wash or disinfect hands regularly, especially important as a lot of material is passed on
- Wash or disinfect hands, especially before handing over memory cards and hard disks
- No video village, monitor only for direction/script (if B-camera - 2 monitors), video assist for all other persons via video feed on tablet or smartphone

## Light and grip

- Wear protective masks when loading and unloading, keep contact with rental staff brief, maintain safety distances
- Wear personal work gloves whenever possible, air out overnight, wash weekly
- Take off work gloves, wash or disinfect hands for fine work and private use (checking mobile phone, smoking, etc.)
- Always disinfect material if possible
- Maintain a minimum distance from each other whenever possible (gaffer and grip are in constant communication with director and camera)

## Wardrobe

- Thoroughly ventilate the wardrobe room at least every hour (through draught)
- M/W base, if actors are present, protective masks must be worn by all present
- Wardrobe on the set, wardrobe staff must always wear protective masks
- During costume fittings it is recommended for your own protection that a protective visor is worn in addition to the protective mask (reason: prolonged contact with unprotected person >15 min)
- Personalise visors, clean at least 1x daily (attention, do not scratch or etch plastic)
- Minimise costume fittings as much as possible
- Prepare costumes, actors put on and take off costumes themselves during fittings and during shooting whenever possible
- During costume fittings, avoid trying out individual pieces on different people if possible, otherwise steam in between
- If possible, isolate the costumes for 3 days after purchase and air them well before rehearsing or working on them
- Use closed waste containers with foot pedal, do not touch the waste container/waste with hands
- Minimise and keep production "ready to shoot" activities short, for your own protection it is recommended to wear a visor in addition to the protective mask
- Actors' private clothes should be stored and transported separately from the costumes
- Separate costumes on clothes rails per character with a stopper on the rail, hang loosely spaced
- Costumes that are not to be used for a longer period of time should be packed in garment bags
- Wash costumes as hot as possible, additionally steam at least every 2 days
- Doubles and stunt staff must have their own costume set
- When in contact with extras, always wear a visor in addition to the protective mask
- Choose one person in the team to work with extras, all others keep their distance if possible
- Costume selection by extras without direct contact, extras must undress and dress themselves
- Do not allow garments to be tested or worn by different people
- Personalise thermal jackets etc.
- Wear a protective mask when handling dirty clothes, then wash or disinfect hands thoroughly
- If the costume needs to be worked on, wash or steam it first
- Disinfect or clean jewellery and accessories before and after use (attention to surface compatibility)



## Make-up

- Thoroughly ventilate the make-up premises at least every hour (through draught)
- Before and after the hair and make-up session, both actors and make-up artists must wash or disinfect their hands
- M/W base, if actors are present, protective masks must be worn by all present
- Make-up artists must always wear protective masks on the set/make-up room on the set.
- While working on the actors, a visor must be worn in addition to the protective mask (Reason: prolonged contact with unprotected person >15 min)
- Personalise visors (eye protection), clean at least 1x daily (attention, do not scratch or burn plastic)
- Make-up stations must be at least 1.5 metres apart
- Organise the workflow at the make-up station so that actors can wear a protective mask for as long as possible
- Wash the actors' hair before starting the work or ask them to come to the make-up room with freshly washed hair
- Minimise make-up tests
- Personalised material box for each actor (brushes, sponges etc.)
- Personalised, washable capes for lead actors, stored in personalised bags and regularly washed at 60 degrees by make-up artists For all other actors, disposable capes, discard immediately after use
- Disinfect the make-up area and chairs after each actor
- Regularly disinfect shared work equipment and work surfaces
- Use closed waste containers with foot pedal, do not touch the waste container/waste with hands
- Regularly dispose of open waste bags at the make-up tables in closed waste containers
- Minimise and keep production "ready to shoot" activities short, for one's own protection it is recommended to wear a visor in addition to the protective mask. If the intervention lasts longer than 15 minutes, the visor is mandatory
- In consultation with production, use additional make-up artists for days with many actors and/or extras to reduce the time required
- Always wear a visor and protective mask when dealing with extras
- Whenever possible, extras should be instructed to fix their hair etc. themselves so that there is no contact between make-up artist and extra

## Equipment / Props

- Observe hygiene rules for offices, warehouse, and workshop
- Thoroughly ventilate the office, warehouse, and workshop at least hourly (through draught)
- Wash or disinfect hands thoroughly before using shared equipment, disinfect equipment after use
- Always check surface compatibility with disinfectant before disinfecting surfaces and objects
- If possible, props reviews and approvals should be carried out digitally. If not possible digitally, protective masks must be worn
- Air locations regularly during the work on site (with through draught)
- When preparing locations, protective masks must be worn if a distance of 1.5 metres cannot be maintained; this applies in particular if members of other departments are also present at the location
- Thoroughly clean or disinfect equipment elements on handover
- Handover of locations for shooting: Thorough cleaning and disinfection of surfaces in consultation with the Covid-19 officer and recording management
- Disinfect contact surfaces before accepting locations
- Disinfect props before use, when changing persons and after the end of shooting
- Disinfect surfaces used in the location as well as contact surfaces in vehicles used in shooting during the day of shooting in cooperation with the Covid-19 officer
- Ventilate vehicles used in shooting regularly
- Disinfect shared work equipment after each use (also applies to construction platforms) and then wash or disinfect hands

## Sound

- Disinfect all work equipment before and after shooting, especially transmitters, lapel microphones and listening equipment
- Organise personalised listening equipment for crew members
- Have basic wiring up carried out by actors themselves, only finishing and corrections to be made
- Where possible, personalise sound equipment for actors and store it separately (in plastic bags or similar) or disinfect before changing actors
- If the minimum distance of 1.5 metres to actors cannot be maintained for more than 15 minutes, wear a visor in addition to the protective mask

## Catering

- Every employee is allowed to take off and dispose of the protective mask on arrival at the catering site, then wash their hands thoroughly at the handwashing station by the catering van
- Before leaving the catering area, every employee washes their hands and puts on a new protective mask
- Minimum distance must always be maintained, as everyone is now without protective masks!
- Only half of the fixed benches should be occupied, seats should be staggered, marking of seats
- If possible, cast eats in the lounge, otherwise cast sits at a separate table, possibly with director
- Seat extras separately
- Disinfect hands and coffee machine before self-service in mini-catering
- Table with pre-packed snacks in small quantities for refilling, no finger food
- Serve muesli, scrambled eggs, desserts etc. in sealable containers
- Separate mini-catering for extras
- Different variants for beverages:
  - Own drinks containers per crew member for refilling, place disinfectant near the water canister, disinfect hands before drawing water and make absolutely sure that the bottle neck does not come into contact with the tap
  - Label 0.5l PET bottles with names, do not leave bottles standing around, dispose of empty bottles immediately
  - Tea / coffee, disinfect hands before use, if possible, bring your own thermos or metal cups
- Crew catering is based on gastronomy protection concepts
- The catering team wears protective masks, the food is served with gloves
- Organise a large dining area with a large number of tables
- Wherever possible, the catering is set up outdoors / under tents
- Set up tables at a distance of 1.5 m from the next table, the distance between the persons counts, not the edge of the table
- For buffets, served only, incl. plates and cutlery handed out by catering staff, no self-service
- With service the food is still served with plate service

## 11. Protective material

Only the protective masks provided by production may be used during the work assignment. A personal purchase of approved masks is permitted for the first-time arrival.

## **Disposable protective mask (mouth-nose protection, DIN EN 14638 type II or higher)**

According to the latest scientific findings, these provide adequate protection for the wearer and those around him and is ideal for our purposes for film shooting.

## **Fabric protective mask, also known as "community masks" (with EMPA-tested fabric)**

- Just as efficient as a disposable protective mask
- Protects only those around the wearer
- Wear time, if damp, wash at 60 degrees or after 2-3 days at the latest, after 20-30 washes dispose of and replace with a new protective mask

Further links:

<https://swisstextiles.ch/>

<https://www.testex.com/>

**Warning!** We strongly advise against the use of fabric protective masks without EMPA-approved fabric as well as home-made protective masks. Ordinary materials are not dense enough and are permeable to virus particles. EMPA-tested materials are equipped with a special spray coating that provides additional protection.

## **Handling the protective mask**

- It is important that the mask always covers nose and mouth
- Before putting on and after taking off protective masks, hands must be thoroughly washed and/or disinfected, even when taking a short break to drink
- Do not push the mask under the chin, over the nose or on the forehead
- When taking off briefly, hold only the elastic band, avoid any contact with the fabric
- Do not put new and used protective masks in your trouser pocket or a bag, tool case etc. - always keep them in the bags provided by production
- Do not keep used protective masks, dispose of them immediately and take a new one
- Never take a protective mask out of its packaging for someone else and pass it on, everyone helps himself to his own stock or takes the protective mask out of the box for himself
- Change the mask at the latest during the lunch break, as required and especially more frequently in case of heavy use (if damp, in very hot weather, etc.)
- Never leave used protective masks lying around, but dispose of them directly in a closed waste bin, the same applies to normal waste
- The correct use of protective masks explained here by the FOPH: <https://youtu.be/ThZQukP50zI>

## **Additional information for glasses wearer**

- Take off glasses before putting on the protective mask, wear over the protective mask
- Ensure that the protective mask fits snugly on the nose and cheeks
- Use anti-fog spray (available at hygiene tables)

## **Full visor / Face shield (eye protection)**

- Protects only the wearer, is only useful if a protective mask is worn underneath
- Is used when the minimum distance to actors not wearing a protective mask cannot be maintained for more than 15 minutes

## **Protective gown**

- To protect clothing from contamination in close contact
- Dispose of disposable products directly after each use
- Personalise reusable products and clean them according to specifications

## **Disposable gloves**

Do not protect the wearer and the environment better than regular hand washing or disinfection. Disposable gloves are not necessary for shooting.

## **Not recommended**

- Protective mask FFP2 / KN95 (without valve) is not necessary for film work
- FFP3 (with valve) protects only the wearer, a mask with exhalation valve filters only the inhaled air
- Fabric protective masks without EMPA-approved fabric and home-made protective masks
- Safety glasses are only useful in hospitals
- Surgical caps are only useful in hospitals

## **12. Cleaning material**

### **Definitions**

Cleaning means removing germs and viruses from solid surfaces using water and soap or other cleaning agents. 90-99% of the viruses or germs present are washed off and therefore reduced. Frequent cleaning with soap can be harmful to the skin because the natural protective layer is destroyed.

Disinfection means the inactivation of certain components of a micro-organism. During disinfection, surface proteins of the virus are denatured, or the lipids are removed from the virus envelope.

Disinfection means that at least 99.99% of the germs/viruses are inactivated. Disinfection is usually not as harmful to the skin as washing with soap.

### **Cleaning agent for cleaning hands/skin**

- Hand soap (any type of soap can be used)
- Disinfectants (any disinfectant approved in Switzerland can be used)
- For sensitive skin: Disinfectant with added glycerine (has a moisturising effect, protects the skin)
- Dry hands with disposable paper towels after 30 seconds, do not use fabric towels

### **Cleaning agent for cleaning surfaces**

- Disinfectants - any disinfectant approved in Switzerland can be used
- Cleaning agents - detergent, alcohol cleaner, ethanol, sodium hypochlorite, hydrogen peroxide

### **Correct application**

- Use normal cloths and wash them daily
- It is important to allow an exposure time of at least one minute
- Air thoroughly afterwards
- Disinfectants cannot replace detergents; they remove the coronavirus but not the dirt

## LINKS

**Information sheet for employers by seco Health protection in the workplace - Coronavirus**

[https://www.seco.admin.ch/seco/de/home/Publikationen\\_Dienstleistungen/Publikationen\\_und\\_Formulare/Arbeit/Arbeitsbedingungen/Merkblätter\\_und\\_Checklisten/merkblatt\\_arbeitgeber\\_covid19.html](https://www.seco.admin.ch/seco/de/home/Publikationen_Dienstleistungen/Publikationen_und_Formulare/Arbeit/Arbeitsbedingungen/Merkblätter_und_Checklisten/merkblatt_arbeitgeber_covid19.html)

**Protection concept Covid-19 Coiffure Suisse 1**

[https://coiffuresuisse.ch/fileadmin/user\\_upload/default/oeffentlich/Bilder/Mitgliederseite/2020\\_Coronavirus/Schutzkonzept/2020\\_0505\\_DO\\_Schutzkonzept\\_Coiffure\\_Suisse\\_V01.03.pdf](https://coiffuresuisse.ch/fileadmin/user_upload/default/oeffentlich/Bilder/Mitgliederseite/2020_Coronavirus/Schutzkonzept/2020_0505_DO_Schutzkonzept_Coiffure_Suisse_V01.03.pdf)