

CHECKLIST FOR EMPLOYEES ON SET, explanations and additional information on the SFA protection concept

Version 04 dated 11 November 2020, subject to change due to official orders at any time

© "Corona - Task Force of the SWISSFILM ASSOCIATION, the industry association of corporate and commercial film producers

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

The current protection concept of the SFA provides film production companies with guidelines on how to carry out their activities. Implementation of the guidelines is intended to prevent or contain the spread of coronavirus and to ensure protection of the health of employees and others, as well as those persons who are at higher risk.

The protection concept is explained to the employees. A Covid-19 officer monitors compliance with the measures.

Covid-19 officer (Chief Health Officer)

The Covid-19 officer should be someone from the set and recording management. The appointee should be present at all times and should not be used for other tasks. However, the role must be redefined for each film, depending on what makes sense. A small film has different needs than a big production. For smaller projects, a member of the crew can take over this function.

The Covid-19 officer monitors and logs compliance with the defined measures. The officer instructs the team in advance on the correct use of the protective equipment. If measures are not observed, he will inform production management immediately. Should one of the team members or a service provider repeatedly fail to comply with the safety measures, that person will be excluded from filming.

The Covid-19 officer must adequately instruct and train every employee on set on arrival with regard to the required measures (e.g. use of protective masks or conformity sheet). If not already done, he must have the employees sign the conformity sheet. He is the Covid-19 contact point for all persons on location. In addition, he is responsible for solving problems that arise at short notice, potential improvements, or new preventive measures. All employees are informed in advance by e-mail about their obligation to comply with the measures. The "protection concept" and the "conformity sheet" are integral parts of the contract. In addition, all documents are displayed for all crew members on set and will be handed out again by the Covid-19 officer if necessary.

Spread of the virus

The three main transmission routes of the novel coronavirus (SARS-CoV-2) are

- Close contact: If you keep a distance of less than 1.5 metres to a sick person.
- Droplets: If a person sneezes or coughs, the viruses can get directly onto the mucous membranes of another person's nose, mouth, or eyes.
- Hands: Infectious droplets are transferred to the hands when coughing and sneezing or touching the mucous membranes. The viruses are transmitted from there. Another person can then transmit the viruses to their hands and they can get into the person's mouth, nose or eyes if they touch their face.

STOP principle

According to the BAG model concept, the STOP principle must be observed:

- S** substitution, in the case of Covid-19, this is only possible if there is sufficient distance (e.g. working from home).
- T** technical measures (e.g. acrylic glass, separate workplaces, etc.).
- O** organisational measures (e.g. separate teams, adapted operational planning).
- P** personal protective measures (e.g. hygiene masks, gloves, etc.).

Preparation and preproduction

Production office, equipment office, costume office

Wherever possible, preparatory work must be carried out remotely from home or in offices of a suitable size, with all appropriate protective measures (observance of the distancing rule).

Castings

Castings must, where possible, be done online or at sufficiently large premises.

Location search

In the early stages, it should be possible to make a pre-selection of locations based on online research (Street View, pictures etc.). After an initial selection and contact with the owners of the locations, the location scout will inspect the location in accordance with the safety protocols.

Location inspections / découpage / technical recce

Location inspections and location preparations should be carried out in groups that are as small as possible and in accordance with safety protocols.

Rehearsals

It is recommended that emotional or difficult scenes be rehearsed or discussed in advance at sufficiently large premises. This means that the number of rehearsal runs on set can be reduced.

Filming

General hygiene

Regular disinfection of surfaces, door handles, telephones and laptops must be ensured. All lounges, make-up rooms, dressing rooms, production rooms and vehicles must also be regularly cleaned and disinfected. For this purpose, written and verifiable documentation must be prepared by the Covid-19 officer indicating which disinfectants are used. Both employees and cleaning staff should be trained for this. Whenever possible, regular hand hygiene with fresh water should be ensured on location.

Protective masks

It is recommended that the director, the make-up artists, and stylists use protective masks, and if necessary, protective masks **WITH** visors.

Testing

Testing people without symptoms can lead to false test results. For this reason, the FOPH recommends that only persons **WITH** symptoms be tested, and only by designated specialists who can be found via the medical helpline. This is the reason why, for example, in a kissing scene between two actors who don't know each other, a test performed 24 hours before the shoot and which is negative in both cases does **NOT** eliminate the risk of infection for the actors and thus the production crew.

Compliance with the applicable rules of conduct during free time

Employees are reminded that they must strictly adhere to the rules of conduct established by the FOPH even during their free time.

Access to the set

Access to the set should only be possible through ONE entrance so that no unchecked person can be on set.

Staggered arrival and admission to the set

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. All persons involved are known to production, with name and address.

Set marking

It is recommended to mark the sets with signs as a hygiene area and, where possible, to mark the boundary between the public space and the set. The prescribed distance of 1.5 m should be marked multiple times on the ground to get a feeling for it. The SFA protection concept should also be available at the points that mark the entrance to the set.

Minimising the number of people on set

The number of people on set must be limited to the required minimum. Shots with large crowds of people that require close physical proximity should not be done. When shooting in rooms, each person should normally have at least 2.5m² of space available. Outside persons not involved in the production have access to the film set only in approved exceptional cases.

Equipment / lighting / camera

Care should be taken to ensure that the equipment, art department, lighting and camera crew can prepare the filming locations consecutively at different times. This makes the preparations for shooting more time-consuming (must be budgeted accordingly!). The same applies to dismantling, reloading and clean-up work.

Video assist / client monitor

The spaces in front of the client monitors must be demarcated, with transparent Plexiglas panels separate them from each other where possible. Where appropriate, VRT systems should be used that stream the camera image live, online, in real time directly to any handheld device with input possibilities for remote client / agency / crew via video telephony. The following rules are recommended:

- Unambiguous name - no made-up names
- If not required, deactivate the webcam at home
- Use a headset if possible (minimises background noise, reverberation, echo)
- Switch to mute for longer pauses.



Actors

From one week before and during shooting, private contacts should be reduced to a minimum.

Extras

A dedicated department separate from the others is responsible for handling the extras. Extras who have to be staged in such a way that the 1.5-metre distance rule cannot be observed should come from the same household (family / shared accommodation).

Make-up/wardrobe

The premises for make-up / wardrobe for leading actors must be separated from the make-up/wardrobe of the minor roles. The premises for make-up / wardrobe for the extras must again be separated from the actors' logistics. Make-up artists must use a separate set of make-up material for each actor. If possible, actors should bring their own material.

Common areas

Common areas and waiting areas for employees must be large enough to maintain the distance rules.

Catering

There must be enough space for employees to eat so that the team members can be separated from each other. It is advisable to use portable chairs instead of standard benches. The individual areas and distances must be clearly marked. Whenever possible, fresh water supplies must be guaranteed. The entire catering area should be professionally cleaned and disinfected several times a day, ideally after each use. Only pre-packaged food, no buffet, is to be provided for catering. Only disposable tableware may be used. Sufficient closable waste bins must be provided.

Toilets

No portable toilets and dixi toilets should be booked for the shoot, but rather toilet trailers with sufficient soap, disinfectant, paper towels etc. In the toilets, recycled paper towels must be used instead of fabric towels. The toilets should be professionally cleaned and disinfected after each use.

Transport of people

In principle, actors as well as employees are transported in private vehicles. Public transport should be avoided if possible. When transporting groups, the number of persons in the vehicle must be reduced. The distance between two persons should be at least 1.5m. If this is not possible, the contact time must be kept as short as possible and suitable protective measures must be implemented. For taxi services, service providers with Plexiglas partitions in the vehicles are preferred.

Post-production

As far as possible, post-production should be done remotely from home or from an appropriate individual studio room by only one person. If work / final inspections take place in a studio with several persons involved, the general measures must be observed.

Hygiene materials

All employees are instructed in the correct use of personal protective equipment. The single-use material (protective masks, aprons, gloves, etc.) must be put on, used and disposed of correctly. Sufficient closable waste bins for disposal must be provided. Reusable objects (e.g. Plexiglas face visors) must be disinfected regularly and correctly. The material is provided by film production.

Soap dispensers, disposable towels, disinfectants (for hands), cleaning agents (for objects and surfaces) and the stock of protective masks must be refilled regularly. Make sure that there is a sufficient supply.

Professional, clean disposal

- Waste bins must be emptied regularly (especially if next to handwashing facility).
- Avoid touching waste; always use aids (broom, dustpan, etc.).
- Wear gloves when handling waste and dispose of them immediately after use.
- Do not compress waste bags.

Supply of hygiene materials

If no own supplier for hygiene materials is known, it is possible to order the required products from the following address. The supplier is regarded as reputable and accommodates individual customer wishes such as logo and quantities. A delivery period of two to five days must be expected, www.flyerline.ch. In addition, the supplier GROSS Baumaterial offers special mobile disinfection stations and spit guards. Phone: 044 500 95 90 / info@gross-schweiz.ch

Kurzbeschreibung	Anwendung	Bildmaterial
Schutzmaske für Mitarbeiter/-innen	Der Mitarbeitende muss zwingend eine Schutzmaske tragen solange die 2m Distanz nicht eingehalten werden kann. Die Maske ist nach Gebrauch in einen Plastikbeutel zu stecken und zu entsorgen.	
Desinfektion	Gemäss bestehendem Schutzkonzept.	
Reinigungstücher	Reinigungstücher um gemeinsam genutzte Arbeitsplätze (Bsp. Maskenplätze) zu reinigen. Maskenplätze sollen nach jedem Darsteller, jeder Darstellerin gereinigt werden.	
Gesichtsvisier Plexiglas	Bei direktem Kontakt mit Darsteller/-innen (z.B. Maskenbildner/-in, welche/-r Schminke aufträgt oder ein/-e Tontechniker/-in, welche/-r Mikrophone einbaut), hat der/die Mitarbeiter/-in neben der Schutzmaske zusätzlich ein Gesichtsvisier zu tragen.	
Schutzbrille	Zu empfehlen, als zusätzlichen Schutz für die Mitarbeitenden	
Handschuhe	Zu empfehlen, als zusätzlicher Schutz bei direktem Kontakt mit Darsteller/-innen (z.B. Maskenbildner/-in, welche/-r Schminke aufträgt oder ein/-e Tontechniker/-in, welche/-r Mikrophone einbaut).	