

CHECKLIST FOR PRODUCERS, explanations and additional information on the SFA protection concept

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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.

This document is intended to supplement the SFA's "Protection Concept". In particular, it considers the responsibilities of the producer.

General

Script

Submitted scripts should be checked for feasibility in the current situation, e.g. size of the location, contact between actors, mass scenes, shooting in a public space.

Shooting workload

Safety before cost pressure applies here! Hygiene and safety measures are sometimes forgotten under stress. For this reason, fewer shots should be planned in order to relieve the shooting day, and an additional shooting day should be planned if necessary. Clients and agencies must be informed about this in good time and transparently, so that a decision can be taken jointly in the interests of the health of all parties involved.

Risk assessment:

The risk assessment for the shooting period and the decision regarding the precautionary measures to be taken for the project in question are crucial.

Calculation

The calculation of some prices may change in the context of the general situation with Covid-19. Any additional expenses incurred should be considered in the cost calculation.

Cost estimate

The producer should provide a realistic cost estimate for additional costs for

- operating materials (masks, disinfectants etc.)
- longer shooting times due to prevention measures (taking temperatures, safety briefings etc.)
- extended set-up and dismantling times as part of shooting (e.g. longer location rental due to staggered set-up times)
- sufficient prep and wrap should be allowed for, so that equipment and lighting teams do not have to work in parallel.

Flat rates

A fixed price should be determined and calculated for the Chief Health Officer. SFA recommendation: CHF 780 per day.

A fixed price per day should also be estimated for protective equipment such as disinfectants, gloves, etc. This daily price depends on the size of the production and the number of participants.

Legal basis / contract

Protection of workers

The legal bases in Art. 82 UVG, Art. 6 ArG and Art. 328 OR refer to the employer's duty of care towards the employee. Specifically, the employer must ensure the protection of the employee in accordance with the law.

Contract between producer and client

The coronavirus pandemic may result in disruptions to the execution of film productions that were unforeseeable when the contract was concluded. These disruptions can change continuously and at short notice. Losses in connection with such disruptions are currently not insurable or not insurable on reasonable terms.

For this reason, the document "Supplementary Clause to the General Terms and Conditions of the SFA" dated 25 May 2020 is to be integrated into the contract in addition to the General Terms and Conditions of the SFA (see Annex 1 of this document, Checklist B).

The following provisions form part of the agreement

1. In the event of a **delay in production** due to the aforementioned circumstances, Section 2.6 of the GTC shall apply.
2. In all other respects, a **disruption of production** due to the aforementioned circumstances constitutes a case of force majeure in accordance with Section 3.3. of the GTC.

If the GTC are not part of the contract, the additional clause should be invoked nevertheless, or added to the contract as a supplement. Wording to this effect is part of the document "Additional Clause to the GTC of the SFA".

Supervisory duties and controls

All safety measures to prevent or contain the spread of coronavirus, as well as those to protect the health of employees, other parties involved and particularly vulnerable persons, are set out in Checklist A - for employees on set.

Below are again the two essential points which form part of the producer's duty of supervision and control.

Information obligation

All employees are informed in advance by e-mail about their obligation to comply with the measures. The "protection concept" and "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.

Determine, manage, and control the protective measures

A Covid-19 officer, who is present throughout filming, monitors and records compliance with the defined measures. In the case of larger projects, this person should not be tasked with any other aspects of film production. He instructs the team in advance on the correct use of the protective equipment. If measures are not complied with, he immediately informs production management. 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 the conformity sheet). If not already done, he must have the employees sign the conformity sheet. He is the contact point regarding Covid-19 for all persons on set, he is responsible for solving problems that arise, for improvements or new preventive measures.