

Protection concept and binding industry specifications for the corporate and commercial film industry under COVID-19

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We reserve the right to make changes due to official orders

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.

Introduction

Due to the corona pandemic, 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 the corona crisis and be able to offer clear framework conditions to employees and clients. As the industry representative of the corporate and commercial film industry, SWISSFILM ASSOCIATION has prepared this protection concept on the basis of the current regulations. This concept will be adapted to any new circumstances.

The following is an overview of the current requirements for corporate and commercial film production in the context of COVID-19 in Switzerland. At the time of drafting this concept, there are no recommendations specifically aimed at our industry or at the practical conditions prevailing in a film production. The industry-specific measures to reduce the spread of COVID-19 are therefore derived from the more general rules and guidelines for working environments.

As the activities of the film industry do not differ in many respects from the activities on a construction site or, in particular areas, from those of a hairdressing salon, we are deliberately basing our work 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 listed below corresponds to the general requirements on which the Swiss corporate and commercial film production industry depends. Details on individual topics are further explained in a separate checklist.

Summary

As employers, corporate and commercial film production companies are required to comply with government guidelines to minimise the risk of infection. They must ensure that adequate hygiene is maintained and that the necessary distances can be maintained.

1. Maintaining distance in the workplace

The production must comply with the required distancing regulation 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 as short as possible and suitable protective measures must be implemented.

2. Make-up, hair and costume on location

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

3. Minimising the number of people on location

The number of people on set should be limited to the minimum required.

4. Staggered arrival and admission to the film location

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. Care must be taken to ensure that the individual departments are located in separate areas.

5. Promotion of hygiene on location

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

6. 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. Outside persons not involved in the production have no access to the set.

Details

1. 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 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 space at location. Each person requires at least 2,5 m².

Catering and waiting rooms

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

2. Make-up, hair and costume on location

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6.4 Mandatory measures when working at an unavoidable distance (< 1,5m) Persons should be exposed as little as possible whilst working 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 also wear a protective mask during the service, if possible ▪ 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 whilst working is recommended. Please note: In the main, masks protect others, not the wearers themselves.

3. Minimising the number of people on location

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

As far as possible, the work must be coordinated to ensure that a minimum 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.

4. Staggered arrival and admission to the film location

Call times should be staggered as far as possible so that each department is given access at certain intervals, in order to avoid overcrowding on arrival on set. The number of persons in a vehicle should be reduced by making several journeys or using several vehicles (possibly private vehicles). Individual transport is preferable.

5. 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 include, 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 disinfection 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 four 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.

Alcoholic hand disinfectants must be made available at the entrance points and in the common areas.

Information on maintaining adequate hand hygiene, on distancing, access and other rules must be provided 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.

For larger sets, it is recommended that Chief Health Officers be appointed who are responsible for controlling and complying with the rules. The most suitable person to act as Chief Health Officer for Covid-19 would be someone from the set or production management areas. The Chief Health Officer must be present at all times and must not be constrained by other duties.

6. Ensuring health on location

Information sheet for employers

In case of a cough, sore throat, shortness of breath with or without fever, chills or muscle ache, stay at home and visit a doctor's practice 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)

Links

Information sheet for employers Health protection in the workplace - CORONAVIRUS (COVID-19) seco

https://www.seco.admin.ch/seco/de/home/Publikationen_Dienstleistungen/Publikationen_und_Formulare/Arbeit/Arbeitsbedingungen/Merkblätter_und_Checklisten/merkblatt_arbeitgeber_covid19.html

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