

FUNCTIONAL PROFILE AND SPECIFICATIONS COVID-19 TEAM

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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 Covid-19 team works with the following documents:

- Functional profile and specifications Covid-19 team (this document)
- Covid-19 protection concept
- Summary Covid-19 protection concept
- Confirmation concerning health protection in the workplace (conformity sheet)
- What to do if Covid-19 symptoms occur
- Checklist A - For employees on set
- Checklist B - For producers
- Covid-19 material list

Covid-19 officer

The Covid-19 officer coordinates and takes action on all matters relating to measures to prevent the spread of Covid-19 within the production team. He should not have any other roles.

1. General tasks

- Create concepts for raising awareness, disseminating information and the training of the crew and cast
- Develop tools for communication with crew
- Information and training of the entire crew
 - Protection concept is not harassment, everyone is part of the solution!
 - Appeal to personal responsibility, also in your free time - analogous to "safer sex" - you can do what you want, but protect yourself and others
 - Strong recommendation to install the "Tracing App"
 - A statement that there will be no parties
 - Train the most important basic rules: 1) compulsory wearing of protective masks , 2) distancing, 3) washing hands
 - Maintain a "set transition space"
 - Explain handling and use of protective equipment
 - Hygiene at work means washing hands and disinfecting surfaces frequently
 - Information that the protection concept will change if the general situation changes
 - Development of a template for a "logistics and process protocol"

- Suggest a concept for test procedures for the crew and cast

- No tests
- Entire cast
- Selected cast
- All extras
- Featured extras or selected extras
- Entire crew
- Set crew
- Core crew (director, DOP, 1st AD)

each

- a) 2 days before first deployment
- b) With repetition (e.g. every 7 days) / without repetition
- c) Each occasion, before arrival or on arrival
- d) Tests only if there have been "questionable" encounters / activities
- e) Demanding only a self-declaration
- f) Testing only for symptoms

Please note:

- What to do if someone refuses the test
- It takes 24-48 hours on working days to receive the test result
- Continuous adaptation of the guidelines in consultation with production
- Distribution of the integral guidelines to the entire crew and cast
- Coordinate cleaning of the base (probably cannot be done by Covid-19 officer alone)
- Conduct several inspection tours of the set per day
- Covid-19 signage and information wall (incl. FOPH info)
- Determination of the "transition space" on the set in consultation with production management
- Make sure that markings and barriers have a positive effect - it is better to guide than to forbid, mark permitted zones as attractively as possible
- Regulate how to deal with suppliers and temporary additional material
- In consultation with the production manager, define how to handle visitors to the set (press day etc.) - if distancing rules and safety measures are observed, visits are possible

2. Tasks during the entire production period (preparation and shooting)

- Keep a record of attendance. In consultation with production management, recording management, set recording management: Logging/documentation of all persons working on the set, in the production office, in the M/W base or on location (incl. additional crew, suppliers, service providers, external companies, visitors, press, location providers)
- Draw up hygiene plans for all operating sites
- Preparation of "risk assessments" for the various shooting projects in cooperation with production management
- Determine internal chain of reaction in case of suspected infection
- Regular exchange with other Covid-19 officers and continuous adaptation of the implementation guidelines and the job description
- Monitoring of relaxation measures, new findings and if necessary, adjustment of the implementation guidelines

3. Preparatory tasks

- Preparatory individual discussions with the Head Of's regarding the concrete implementation (clarification of uncertainties etc.)
- In cooperation with 2nd Ads, collect and coordinate cast information, ask cast about housing conditions, other work (film, theatre, other) and private behaviour
- In cooperation with the Extras Coordination Unit, organise and evaluate the extras' health declarations and, if necessary, make enquiries. Depending on the concept and scene: Arrange and organise tests
- Coordinate the flow of information regarding Covid-19 between all departments
- Organisation and distribution of the procurement of protection and hygiene materials in consultation with the departments
- Coordination with the protection concepts / measures of the service providers (hotel etc.) and suppliers
- Placing of material ready for recess (depositing protective material in the cars, instructing and raising awareness amongst drivers and crew)
- Distribute protective material for general rehearsals and costume/make-up rehearsals
- Ensure that all staff and actors are provided with the necessary protective equipment in good time and that their personal protective equipment is labelled with their names
- Research the medical officer and test procedures in the shooting region
- Recruit Covid-19 runners in the shooting region

- Develop a decentralised cleaning concept (who cleans what, where and when):
 - Production office
 - Base (if available)
 - M/W base (if available)
 - Setting up and taking down the décor
 - Set
 - Catering
 - Lounge areas cast and extras
 - Toilets on set and in the side rooms
- Check equipment when taking over the shooting location
- Clean the contact points (also applies to setting up and dismantling the equipment department)
- Coordinate with recording management: Location release

4. Tasks during the shooting phase

- In cooperation with 2nd ADs, compile and coordinate cast issues
- In cooperation with 3rd AD, organise and evaluate the extras' health declarations and, if necessary, make enquiries (e.g. if they have taken part in events with large gatherings) or even order (and organise) tests
- Coordinate the flow of information regarding Covid-19 between all departments
- If employees or actors are suspected to be ill, consult a medical examiner and, if necessary, order and organise a test
- Assignment of cleaning staff according to the cleaning concept: Production office, base (if available), M/W base (if available), dismantling of the décor, set, catering, lounge areas for cast and extras, toilets on set and in the side rooms
- In consultation with production management, recording management, set recording management: Documentation of suppliers, service providers and outside companies who worked on the set, in the production office, in the M/G base or on location
- Preparation of the process and logistics concept for each film location in cooperation with recording management and regular coordination with the Head OfFs in advance (increased enforceability due to the Head OfFs' authority to issue instructions) => e.g. during the lunchtime scheduling coordination
- Process planning also for those trades that do not work on set
- Coordinate and ensure compliance with protective measures for material supplies (what are the suppliers' protective concepts)
- Training and information on protective and hygiene measures for day workers in cooperation with production coordination

- Ensure that all employees and actors comply with the safety and hygiene regulations and implement them correctly in cooperation with set recording management and 1st AD (*if necessary, log inspection etc. analogous to the cleaning protocol for toilets - however, should an incident actually occur, it would be legally immaterial (question of liability)*)
- Contact point for all kinds of concerns regarding Covid-19 by staff and actors (complaints etc.)
- Regular exchange with other Covid-19 officers and continuous adaptation of the implementation guidelines and the job description
- Monitoring of relaxation measures, new findings and if necessary, adjustment of the implementation guidelines

Covid-19 runner

For larger filming projects, it makes sense to have a Covid-19 runner. He supports the Covid-19 officer in all matters. The Covid-19 runner reports to the Covid-19 officer.

Tasks

- Set-up of Covid-19 measures (in cooperation with set recording management)
- After setting up workstations for other persons (make-up stations, DIT workstation, etc.), disinfect the stations before the person starts working at them
- Clean contact surfaces (door handles, handrails, lift buttons, light switches, bells, etc.) when entering the décor in collaboration with Covid-19 runner
- Collect waste bags regularly, dispose of them as soon as possible (do not compress)
- Clean and disinfect contact surfaces and toilets regularly
- Support the set recording management in all corona-specific cleaning work
- Refilling of disinfectant
- Distribution of protective masks and other material
- Installation and supervision of the morning transition space
- Installation and supervision of the lunchtime transition space (waste bin with foot pedal!)
- Cleaning before crew call
- Cleaning during the lunch break
- Intermediate cleaning
- Service of snacks and drinks
- Mark the catering tables: (e.g. cross with gaffer)

Cleaning concept

Basic information is provided in the protection concept. In addition, the following applies

- Use different cloths in different colours for
 - Red** WC, urinal and tiles in the surrounding area
 - Yellow** Sanitary areas such as washbasins, tiles, shelves, fittings, mirrors, shower cubicles and bathtub
 - Blue:** Furnishings, such as desks, cupboards, chairs, shelves, radiators, doors
 - Green:** Other areas such as kitchen, glazing, flooring, and general cleaning.
- Change cloths daily
- Special focus in cleaning
 - **In general:**
 - Door traps
 - Light switches
 - Handrails
 - Contact areas
 - **Toilet/bathroom:**
 - Surfaces
 - Tap
 - Flush button
 - Toilet ring and seat - brush handle
 - Soap dispenser button
 - Check if soap and paper towels are available - empty bins
 - **Mini catering**
 - Coffee machine button - water dispenser