

Screen Producers Ireland
COVID-19

Production Guidelines for Irish Film and Television (Live Action)



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Document Overview

Screen Producers Ireland is the national representative organisation for independent producers of Film, TV Drama, Factual, Entertainment and Digital content. Working with our colleagues across the Irish screen industries, these Guidelines have been developed to provide a roadmap for a safe return to production. This project has kindly been funded by Screen Ireland via the Screen Stakeholders Funding Scheme.

These Guidelines are intended to be used by those productions carrying out Film and TV Drama (live action) production activity from prep through to the post element of the production and the document is set out to reflect that sequence of activity.

All Guidance in this document has been developed in the context of the Government Return to Work Safely Protocols. We have also drawn upon international best practice and we have consulted widely with our industry colleagues including, but not limited to, Guilds, Trade Unions, Commercial Producers Ireland, Animation Ireland and VFX Ireland.

Given that Government advice regarding public health protocols is evolving and changing, this document is not a static one and it will be updated on an ongoing basis to reflect any changes that may occur. In any instances where this document and the latest government public health guidance conflict, the government guidance should take precedence.

We also expect to further develop this Guidance as industry returns to production and when real time experiences can be shared and drawn upon for future document iterations.

It is expected that Productions will use these Guidelines to develop their own individual Protocols and production specific risk assessments. There are many resources referenced in the document which should prove useful in this regard.

It should also be noted that production funders, insurers and commissioning agencies are likely to have additional obligations regarding protocols and processes. We hope that this document assists in developing such additional requirements.

In all instances while developing production specific protocols and policies specific attention should be paid to the intersection between COVID-19 risk management and obligations arising from the:

- **Employment Equality Acts (1998-2015)**
- **GDPR including in relation to the collection and storage of sensitive personal data**

While nothing can fully eliminate the risk of COVID-19 transmission, these guidelines have been developed to provide a framework for reducing this risk and allowing those working on Film and TV Drama (live action) productions to do so with confidence.

Government of Ireland – Return to Work Safety Protocols

A full copy of the Irish Government's Return to Work Safely Protocols can be found [here](#) →

The Health and Safety Authority has produced checklists and templates to help employers, and managers get their business up and running again and to inform workers about what they need to do to help prevent the spread of COVID-19 in the workplace. These can be found [here](#) →

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PRE-PREP

In addition to adhering to current Government Protocols, advice of the National Public Health Emergency Team (NPHET), HSE & HSA, each production must undertake assessment prior to the commencement of Prep identifying how best to apply work protocols both practically and creatively to work activities and places of work.

COVID-19 Response Plan

Employers must develop and/or update their COVID-19 Response Plan and update their occupational health and safety risk assessments and safety statement. The [HSA Response Plan Template and Checklist 1](#) can assist a production in preparing and planning for getting up and running again.

In advance of returning to work employers will:

- ✓ Address the levels of risk associated with work activities including scripted, location, and action. Including but not limited to: intimacy, stunt, crowd scenes.
- ✓ Address the levels of risk associated with various workplaces in the COVID-19 protocols, and risk assessments. For example, where, how and to what sources of COVID-19 might personnel be exposed; including but not limited to the cast, extras, general public, participants, contractors, location owners.
- ✓ Take into account individual risk factors (e.g. age, presence of underlying medical conditions, etc.).
- ✓ Include the controls necessary to address the risks identified.
- ✓ Include in the plan a response plan to deal with a suspected case of COVID-19.
- ✓ Include contingency measures to address increased rates of absenteeism, implementation of the measures necessary to reduce the spread of COVID-19, changing work patterns, etc.

COVID-19 Communication

GOVERNMENT RETURN TO WORK PROTOCOLS STATE -

“Adherence will only be achieved if employers and workers have a shared responsibility to implement measures.”

Communication of working protocols will be issued prior to commencement of work, and updated regularly. These include but are not limited to; signage, memos, on callsheets, and in house training sessions.

HSE and Public Health advice to follow is outlined [here](#) →

COVID-19 Response Team

GOVERNMENT RETURN TO WORK PROTOCOLS STATE -

“An employer will appoint at least one lead worker representative whose role is to work collaboratively with the employer to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID-19.”

Such a person(s) should be clearly identifiable in the workplace, and receive the relevant and necessary training by their employer. The [HSA Checklist 7](#) has been developed to help those appointed as a Workplace Representative understand their role.

A COVID-19 management response team must be nominated by the Production Company to oversee compliance, and reporting. Induction training is required for all relevant personnel with regard to protocols, response plans, public health guidance, and use of PPE (where applicable).

COVID-19 Return to Work Form

GOVERNMENT RETURN TO WORK PROTOCOLS STATE -

**“Workers must complete and return a pre-return to work form
3 days before they return to work.”**

This form seeks confirmation that personnel, to the best of their knowledge, have no symptoms of COVID-19, and also confirms that personnel are not self-isolating, or awaiting the results of a COVID-19 test. A copy of the form can be found [here](#) →

COVID-19 Reporting of Symptoms

There will be an ongoing requirement for personnel to immediately report any symptoms or possible COVID-19 exposure to their Head of Department (HOD), COVID-19 management response team, Production Manager or Line Producer (LP) throughout the period of production. COVID-19 symptoms are outlined by HSE [here](#) →

COVID-19 Contact Log

The Production Company will be required to keep a daily log of work contact/group work. It is to be used in the case of contact tracing of possible COVID-19 transmission. Any data that is collected will be treated confidentially with limitation on access, and strict time limits for erasure.

The government is at present working on developing a National App for COVID-19 contact tracing, and real time symptom tracking. This app is being developed in line with EU guidelines, and shall protect the anonymity of all app users. Cast, crew, and extras may be advised to install this app, based on government guidance, and protocols.

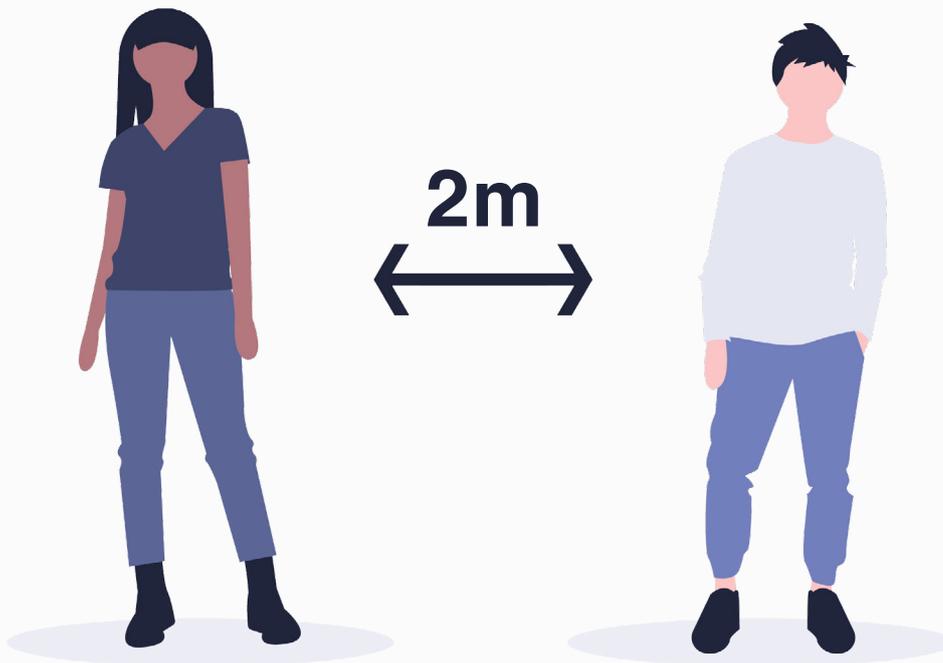
PREP

WORK SPACE

Control Measures to Prevent Infection

GOVERNMENT RETURN TO WORK PROTOCOLS STATE -

“Physical Distancing is recommended to reduce the spread of infection. The current recommended distance to be maintained between people to minimise risk of transmission is 2 metres.”



Work spaces such as

- Offices
- Stages
- Workshops
- Warehouses
- Locations
- Unit Bases
- Any Work Station (including working from home)

must be assessed prior to the commencement of work to ensure its suitability, and ascertain how best to facilitate physical distancing in line with government guidelines.

In order to maximise space in offices working from home should be considered where possible. To help increase the physical distancing possible in offices, production companies may schedule personnel for ‘some days’ working from home alternating who is in the office, and who is working from home.



Hand Hygiene

Hand washing and sanitisation stations (where no hand washing is possible) to be highly visible and available in all working areas (and entrances/exits). Production will also provide tissues, disinfecting wipes, and safe waste disposal. Communication on the importance of and correct etiquette for hand hygiene is important as per [HSE guidance](#).

To assist with implementation of control measures to prevent infection the [HSA Checklist 2](#) can be used.

Air conditioning

Air conditioning is not generally considered as contributing significantly to the spread of COVID-19. Switching off air conditioning is not required to manage the risk of COVID-19. For organisations without air conditioning, adequate ventilation is encouraged, for example, by opening windows where feasible etc.



Cleaning

Cleaning plans and regimes must be included in the COVID-19 Response Plan. The [HSA Checklist 5](#) can assist with implementing additional cleaning and disinfecting measures.

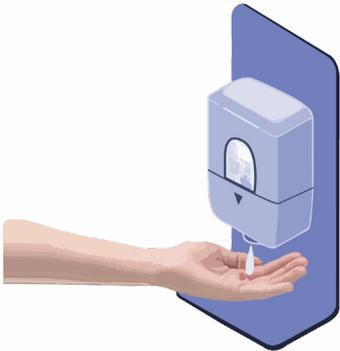
Enhanced cleaning of all workspaces and communal facilities (e.g. toilets) is vital. Contact surfaces that are touched frequently are to be cleaned regularly. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning. Personnel are responsible for keeping their workspace clean, and disposing of waste safely. Communal spaces may have to be reviewed, and in some instances closed such as communal kitchens (with personnel advised to bring personal food and beverages from home).

Legionella

Legionella prevention is heightened during and after the pandemic. There is a requirement to put in place control measure to avoid the potential for Legionnaires' disease. Further information on the prevention of Legionnaires' disease after the COVID-19 Pandemic is available [here](#) →

GOVERNMENT RETURN TO WORK PROTOCOLS STATE -

“In settings where 2 metre worker separation cannot be ensured by organisational means, alternative protective measures should be put in place.”



Protective Measures

In these instances it is advised to install physical barriers, such as clear plastic partitions between people. Minimise any person to person contact. Hand hygiene facilities and aids need to be readily accessible so personnel can perform hand hygiene as soon as the work task is complete. Maintain at least a distance of 1 metre or as much distance as is reasonably practicable and make face coverings/masks and other PPE available to personnel in line with Public Health advice.

Provision of scripts, daily briefings, call sheets, and other documentation / paperwork to be provided in digital format where possible. For accounting department adopt paperless systems where possible. Where paperless systems are not possible, set up a safe system for managing non-digital paperwork, and encourage increased handwashing.

Meetings

Meetings should be conducted using online remote means as much as possible. Where face-to-face meetings are absolutely necessary, the duration of the meeting and the numbers attending should be kept to a minimum with participants maintaining physical distancing at all times. Record/log of attendance to be maintained to facilitate contact tracing.

Essential Visitors Only policy should be in operation. Inter-departmental visits/meetings if necessary (such as to prop house, or costume workshop), should be by prior appointment only, with minimal crew present, and attendance logged to facilitate contact tracing. Site deliveries (to Production office, construction warehouse, etc.) must be co-ordinated in advance, and logged for contact tracing (including delivery personnel). Cleaning and disinfecting protocols to be put in place on arrival/receipt. If quarantine storage is proposed, this needs to be clearly identified.

A strict **No Sharing** policy (of phones, workspaces, stationary) should be in operation. All work equipment that is to be used by more than one person must be cleaned in-between each use and disinfected if required. Personnel to be provided with essential cleaning materials as necessary.



Temperature Checks

Daily contactless temperature checks on cast, crew, and extras may be implemented in line with Public Health advice.



Travel

Travel will be managed in line with Government Policy. Current policy states that all non local cast and crew will be required to self-isolate for 14 days after travelling into Ireland after completing a declaration form on arrival. Information for those travelling and passenger form can be found [here](#) →



First Aid/Medic Cover

Productions to review their First Aid protocols and consider if it is appropriate to increase medical provision on the Production. Appropriate staffing and space for physical distancing is essential to prevent the spread of COVID-19 in the workplace.

WORK STRUCTURE



As each production varies it is not possible to prescribe the most appropriate structure for every production. The most important factor in setting up work teams and works areas is to minimise unnecessary interaction/ person to person contact.

The objective is to prevent the spread of COVID-19 in the workplace, reduce risk to the lowest reasonably practicable level, and maintain social distancing as far as possible. Think about how best to get contact logs and the footprint of each person as close to Zero as possible.

Suggested working structures include but are not limited to;

- ✓ **Isolation/Quarantine Filming**
may be an effective solution to rural 'location' based productions with small cast, and crew numbers with limited or no extras. This would require quarantine of the entire cast and crew for 14 days prior to work, living in a controlled environment for the duration of the production.
- ✓ **Contact Control**
requires each individual/department to be able to clearly identify their contacts, trace and limit these in advance of commencing work, and remain in contact with only those within their team/contact group. It is important to ensure Cast and Director remain within their designated/ controlled contact group.
- ✓ **Zone Working**
requires personnel to be divided into physical work zones; whether that be costume room, construction warehouse, or shooting zone (set/ location). The number of people allowed into the shooting zone must be kept to the minimum and must facilitate adherence to social distancing requirements.
- ✓ **Pod Working**
is where each person is allocated to a designated, and work isolating Pod. Each person is in physical contact with only members of that pod, and should be able to minimise their physical interaction with other work Pods. Work Pods can be further subdivided as needed.

Colour coding wristbands or lanyards may prove useful in some of these scenarios, especially when filming. It is likely that a mix and match system of those mentioned above will offer the most flexible approach.

Additional flexibility may be required during the course of shooting should the COVID-19 situation necessitate. Whatever the working structure is, it is vital to clearly communicate it to all personnel.

Cast and Crew are encouraged to report problems, ask questions and suggest solutions.



Leadership Continuity

It is advisable to develop a plan for continuity of leadership in the event of absence of key decision makers. Potential options could include, but are not limited to, HOD's nominating a 2nd in command with shared full knowledge of the designed, planned and scheduled work in case a HOD becomes ill, or is required to 'stay home' or the designating a 'shadow' HOD.

DEPARTMENTS

Production must carry out occupational health and safety risk assessments and arrange for the putting in place of the necessary controls identified in the risk assessment to prevent the spread of COVID-19 in the workplace.

Each department HOD will be required to assist Producers, Production Manager/Line Producer by developing departmental risk assessments, and determining what controls measures will be implemented in their area of work/ for their department. The Health and Safety Advisor/Officer, the COVID-19 Manager Team, the Medic and the Lead Worker Representative may be tasked with assisting in development of these risk assessments, and overseeing implementation and monitoring of the controls.



Director/Producer

The filming process may be slowed down due to remote working, limited cross-departmental working and physical distancing requirements. This must be anticipated in the planning process.

Physical distancing should be observed in front of camera except where the dictates of the action require closer proximity and can be done so safely. Where 2 metres cannot be avoided, an appropriate work structure and specific measures must be established, these will need to be outlined and discussed with cast and crew prior to commencement of the scenes.

The director will be required to work in a more isolated environment, with collaboration being through online meetings, phonecalls and digital sharing systems. The director may be required to self-isolate for 14 days prior and/or undergo a testing regime to facilitate working directly with cast and crew. The director may be asked to limit interactions with other persons throughout production in order to work in proximity to cast.

The revised nature of filmmaking may require a more detailed planned schedule and shoot day. This may include more exact daily shot lists with lens and equipment requirements, floor plans outlining camera and cast movement and proximities, storyboarding, and limited but more exacting rehearsals etc.

Large crowd scenes will need to be carefully considered and CGI enhancement may be called upon.

Casting

Casting will require physical distancing and limiting numbers at casting sessions. Casting tapes should be viewed remotely. Working with minors, or those in vulnerable groups should be considered on a case by case basis and limited or curtailed where possible.

Cast

Cast members and their agents should be informed and in agreement on working protocols at the earliest opportunity. These could include requirements of quarantine, of travel restrictions, of limited physical working collaborations, and must include agreement on 'close contact' procedures.

Physical distancing may not be possible during filming as it will likely require Artists to be in close contact 'in camera'. Where working within 2 metres cannot be avoided, an appropriate work structure and specific measures must be outlined, and discussed with the Artist in advance and protocols designed. Time spent in close contact must be strictly limited.

Face coverings/masks should be worn when off set, at holding base, etc. This will be monitored and adjusted as per public health advice and developments in appropriate safety measures.

Cast interactions with crew will be limited to key members who should be identified in advance of work commencing.

Cast may be asked to be responsible for removing their own make-up at end of day, and bagging up any costume in the prescribed manner. They may be asked to self mic and co-ordinate with the sound department on the use, and management of sound mics.

Extras/Background Artists

Extras and background artists should be limited in numbers to allow for social distancing. Where possible block booking a small group of returning extras may be useful (i.e. a returning ensemble), or booking family units. Consideration should be given to overbooking extras numbers to allow for 'stay home' requirements should any person show symptoms, or temperature on arrival.

If larger extras groups are required enhanced crewing, and infrastructure will be required to accommodate physical distancing, and ensure compliance. Separating larger groups into smaller working teams will help bring the number of possible close contacts down.

Extras/background artists must read and acknowledge receipt of company COVID-19 protocols prior to work and have undergone production specific induction. Physical time spent on set should be limited. Facecoverings/facemasks should be worn when off set, at holding base etc.

CGI may be required to enhance extras numbers.

Location Scouting

Location scouting may require more time to letter drop locations in advance of scouting. Scouting teams may require PPE including face masks and means of sanitizing hands when interacting with the public, and should log all activities for contact tracing. Scouting tasks to be carried out remotely whenever possible and using previously used locations, footage and also using other means for example, Google Maps.

Expectations on what is a workable location with these new protocols will need to be creatively managed. Additional considerations about the suitability of a location for shooting will need to be addressed, particularly who makes use of the location in normal, everyday life, and whether the temporary presence of a film crew could negatively impact on public health. Additional considerations will need to be given to the infrastructure required and available at a location.

The number of locations should be minimised to reduce movement, and overall footprint of a production as well as set up times/cost of required infrastructure.

Where a location requires a significant amount of prep, sufficient days should be allowed for safe working of each department in isolation, as well as cleaning and disinfecting in advance/after.

Where a location is a private residence the homeowners should be housed away from the location for prep, shoot, and clean/disinfect.

Location Recces will require a more planned and formal approach, with particular attention to crew interaction with location owners, key holders, and the public. The Technical Recce will require a reduced or staggered/grouped attendance, with limited crew attending in self-drives where possible.

AD (Assistant Director) Dept

AD Dept will be required to schedule with new protocols in mind, allowing additional time each day for initial set up, between set ups, and for depts to work in isolation on set, including required time for cleaning and disinfecting, as necessary.

Art Dept

Art Dept may be required to consider the requirement for social distancing in set design, and scheduling of work to reduce the requirement for close proximity working, and to allow departments to work in isolation when building, painting, dressing, lighting etc. There may be requests for additional floating walls or hidden doors in the set to allow for physical distancing and to alleviate access issues. The choice of workable locations may be severely restricted, and this may impact design.

Construction

Federation of Ireland **C-19 Standard Operating Procedures**, will form the basis of all set construction work for filming purposes.

Costume/Hair/Make-up

Where possible creative discussion should take place through online media prior to Cast being fitted i.e. digital file sharing, online meetings. Fittings and tests must be limited, and adhere to 'essential' crew presence only, and will require PPE if recommended physical distancing cannot be maintained. Looks and number of costume changes may need to be reduced/simplified to accommodate the schedule, shoot day requirements and minimise interaction with Cast and Extras.

Costume handling, laundry, and breakdown will require enhanced sanitation protocols. Use gloves, and apron while handling dirty laundry, bag and tie bag immediately, and wash at the highest temperature possible.

Contemporary productions will afford more opportunity to double up costumes, allowing for easier sanitation systems. Period productions will require additional protocols, and will have to look at more advanced sanitation systems such as ozone, heat treatments, or the implementation of quarantine periods.

Props/Set Dressing

Props/Set Dressing will be deemed unsanitary until cleaned, and disinfected. Designated areas for 'clean', and 'unclean' props should be established, and clearly identified to avoid cross contamination. Larger pieces may require a quarantine period or remote cleaning, and disinfecting such as sprays and fogging. Prop purchases may need to be increased through online, and delivery services where possible. Pick up/Drop offs to be co-ordinated with prop houses/shops, i.e. designated pick up time ideally exterior, removing the need for a prop team to enter the premises.

Prop teams may work in isolated teams to minimise cross contamination, for example; Prop Room team, Dressing team 1, Dressing team 2. Work times may need to be staggered to allow for physical distancing on sets.

Manual handling training with additional COVID-19 protocols may be required, paying particular attention to hand props used by Cast, for example use of food, liquids, herbal cigarettes.

Stunts

Stunts will fall broadly into those that can adhere to social distancing (eg. jumps, car driving sequences) and those that cannot due to close contact 'in camera' (eg. fight sequence). The stunt coordinator will be required to provide production with COVID-19 specific Risk Assessment(s) in advance of rehearsals/shooting for all stunt sequences.

Where appropriate physical distancing cannot be avoided, an appropriate work structure and specific measures must be established, these will need to be outlined, discussed and agreed with Producers, PM/LP's, cast, stunt performers and crew prior to commencement of rehearsing scenes. Consideration to be given to the following: Implementing a testing regime, limiting duration of rehearsals and shooting sequences where persons are in close contact, and allowing for adequate breaks. Consideration also to be given to rehearsing outside where possible, providing adequate natural ventilation (opening windows) when working indoors and use of appropriate PPE.

Personal stunt protective equipment (pads, harnesses etc) should not be shared if possible. All other equipment used should be cleaned (and disinfected if required), before and after each use. Consider an equipment wrangler to clean, disinfect and monitor equipment being that will be used by stunt performers and cast.

Limiting stunt personnel to a core group may be effective in reducing daily hires. Use of prosthetics or CGI augmentation may allow a core group to fulfil more roles.

Working in water and water safety is as advised by Diving organisations and authorities DAN, HSE, HSA and PADI.

Special Effects

Special Effects Supervisor will be required to assess the use of smoke, wind, fog and any liquids, citing guidelines from manufacturer and methodology in advance of rehearsals/shooting for all SFX sequences. Protocols around blood effects or rigging to cast will also need to be defined in advance.

VFX

VFX offers significant options for remote and digital working, however a clear plan outlining protocols including who is designated to be on set will be required.

SHOOT

On Set/Location/Stage

Workspace guidelines as noted earlier and in accordance to Govt Return to Work Protocols will be applied to Interior and Exterior filming and working locations.

Face coverings/masks are not a replacement for physical distancing, respiratory etiquette and hand hygiene. Face coverings/masks should be worn by Cast, Crew and background artists while in shared spaces such as on set (when not 'on camera'), unit bases, holding areas etc. where social distancing is difficult and cannot be maintained.

Whether on a Stage or on Location it may be necessary to provide one-way systems for access/ egress routes in the workplace to allow maximum physical distancing where practicable. Visual aids, physical barriers and clear markings can be used as appropriate to ensure that contact between persons is kept to a minimum.

A means of controlling access to specific areas of work and systems for log tracing may be required. A designated COVID-19 Marshall(s) may be required to oversee and monitor compliance of physical distancing other measures (including use of hand sanitizers and use of PPE) to prevent the spread of COVID-19 at the place of work. COVID-19 Marshalls may also be required at base/at extras base/at dining area etc.



Unit Bases/Holding/Rest Areas

Unit Bases may need to be expanded in size to allow for adequate physical distancing measures. Building based dining halls may be required such as school

halls, community centres. Toilet and hand washing facilities may need to be increased subject to the number of personnel.

Rest or 'holding' areas are very important and may need reconfiguration, expansion and planning around breaks to ensure social distancing can be maintained. Holding areas to be well ventilated and cleaned regularly.



Crew working areas including equipment storage will need to be large enough to allow for physical distancing, and for crew to clean, disinfect and sanitize equipment as necessary. Providing floor markings and signage as necessary in work areas.

Productions to implement thorough and regular cleaning of frequently touched surfaces and work areas. This applies especially for washroom facilities and communal spaces/areas, including set areas. Cleaning should be performed at least twice per day and whenever facilities are visibly dirty. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning. Consider facilitating out-of-hours cleaning for any deep cleaning required.

Isolation Area

A designated isolation area/room should be pre-determined at location/set/unit base/office to allow for COVID-19 or suspected COVID-19 cases to be assessed should the need arise.

The designated area should have (as is reasonably practicable) the ability to isolate the person behind a closed door and be suitable to facilitate the following:

- ✓ Ventilation, i.e. via a window
- ✓ Hygiene practice by providing: tissues, hand sanitiser, disinfectant, PPE; gloves, masks, clinical waste bags.
- ✓ Enough space to allow at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.



In event of an emergency, COVID-19 related physical distancing does not have to be adhered to if it compromises a necessary broader safety response, for example: evacuating a premises due to fire.



Filming

It is important to keep to a minimum the number of personnel needed at any work station at any time. Only the "essential technical and artistic filming team" will have access to the filming set. These roles must be identified per set/scene prior to commencement of Photography.

Clear systematic protocols must be put in place with call times to allow depts to work in isolation/or with appropriate physical distancing and to clean/disinfect work areas/equipment as necessary. The Callsheet should make any systems of departments 'step in' 'step out' work system clear to all cast and crew. Clear demarcation of working areas will help manage physical distancing.

Cast must be provided with clear protocols for how they will safely access/leave set, and other designated areas, and time limits to be spent on set and in other designated areas.

Working Days/Hours

Each production specific protocol may increase the preparation time for cast and crew, especially for those who start work earlier or finish later than most of the crew. The production and each HOD must take care that the extra measures for prevention of COVID-19 do not cause excessively long working days. An ideal shooting day is considered to be 10 hours or less.

Staggered start and break and departure times may be required to allow for maintaining physical distancing. This will need to be clearly noted on the Callsheet.

Continuous working days should be considered, to allow for staggered break times.

On Set Teams

On set teams including Camera, Sound, AD's, Script Super, Standbys etc will adhere to physical distancing where possible. Any breach of recommended physical distance should be for essential work only, with appropriate PPE and for a specified limited time only.

Many departments may require additional time to plan, set up, and move between set ups.

Use remote/wireless systems where possible for camera operating, focus pulling, script supervision etc. It is not recommended to use a typical 'video village' as this may cause cluster activity. A Q-take system or similar remote viewing can be utilised. Where a video village is to be used, reduce the size and potential for gathering of persons by providing a sufficient number of monitors that can be adequately spread out, to facilitate physical distancing.



Equipment

Equipment on hire may need lead in time allocated for thorough cleaning and disinfecting or quarantine before initial use. Equipment should not be shared where possible/practicable. Any equipment shared between team members should be cleaned before and after transfer between crew. Hand off should be limited to agreed crew members in advance and logged (should tracing be required).

Limit the amount of crew allowed on set and restrict the amount of equipment on set. If a workstation on set is required it should be set up to facilitate physical distancing and be clearly marked. Work out of designated areas, workrooms, pop up tents or trucks.

Minimising the movement of equipment throughout the day is advised. Protocols specific to the equipment being transferred and used need to be devised. A strict regime is needed for cleaning and disinfecting each morning, on wrap, and intermittently as equipment is used. Best practice recommends cleaning before you hand off the equipment, and again on receipt. Use of transit boxes or sealed bags, can reduce handling and contamination of smaller items.

Enhanced deep cleaning should be put in place daily after filming, using PPE and gloves or other sanitation systems.

Personal equipment (headsets, mics, earpieces, radios, etc.) should be cleaned and disinfected before issue and at the end of each day.

Sound

Sound Mixer where possible to work off set. It is important to note Boom pole length may not allow for 2 metre distance. Boom operators where possible to train cast to apply mics themselves, where close contact is unavoidable then appropriate PPE should be used. Cleaning and disinfecting of equipment before and after use is vital.

Camera/Electrical/Grip

Camera/Electrical/Grip department may consider splitting the team between on set only crew, rigging/running crew and truck crew. Cleaning and disinfecting of equipment before and after use is vital. Where possible working with remote control systems will limit on set work and facilitate physical distancing. If equipment is to be used/handled by more than one person, cleaning (and disinfecting if required) before and after use to be carried out. Personnel to be provided with essential cleaning materials as necessary.

Overlapping of tasks amongst crew in designated work areas that does not allow for physical distancing or allow for sufficient time to clean/disinfect equipment should be avoided. If physical distancing is not possible, adequate PPE must be worn and limit the time on the task is required.

Make-up/Hair/Costume

Make-up/Hair/Costume should limit or curtail any on set touch-ups of makeup. It may be a requirement for the cast member to step off set rather than the make-up artist step on. Quick changes on set may no longer be possible.

Truck Teams

Truck teams such as Wardrobe, Make-up/Hair, 2nd AD.

Work stations on trucks will require adequate physical distance or incorporate Perspex partitions as a control measure. Consider increased ventilation and air purification on trucks. Regular sanitisation and ventilation of trucks and cast trailers will be required throughout the working day and at the end of each working day.

Make-up/Hair

Artists will be required wash and sanitise hands before commencing work on each cast member, to wear appropriate PPE, use single use products where possible, with no shared palettes or products and to use single use disposable brushes/applicators. Decantable or sprayable make up may be preferable. Keep equipment to a minimum per station.

Cleaning and sanitisation is required between Cast members 'in the chair'.

It may be decided to nominate Makeup/Hair artist to Cast member only, or split Makeup/Hair artist between truck team and on set team. Whichever limits the number of interactions most is preferred.

Towels and gowns should only be used once and laundered. Any dirty laundry to be bagged while awaiting laundry using gloved hands. Gowns & towels must be laundered to a minimum of 60 degrees. If using disposable gowns or towels these to be disposed of directly into a bin after use.

Costume

Costume may decide to split teams between on set and on truck – with interaction taking place only with the handover of costume. Costumes should be handed between freshly gloved individuals as sanitised, and in plastic. Costumes to be cleaned/launched/sanitised between use and placed in plastic bags/coverings between use.

Cast (and background artists) to dress themselves

where possible. Where cast require assistance, crew will be required to wash and sanitise hands before putting on fresh gloves to handle costumes and assist cast in dressing/undressing. Crew to wear appropriate PPE.

Interactions between truck teams (ie between Make-up & Costume) and cast trailers to be curtailed where possible or limited.

Equipment needs to be cleaned at the start and end of each day and at appropriate intervals throughout the day.

Equipment Trucks

Equipment trucks may have designated crew only on board to allow for physical distancing and monitoring their overall footprint. Trucks need to be cleaned at the start and end of each day and at appropriate intervals throughout the day.

Cast Trailers

Cast trailers should allow for appropriate physical distancing and productions should consider single occupancy trailers where possible. Where 2 metres cannot be ensured, other measures to be put in place, for example: maintain at least a distance of 1 metre or more as is reasonably practicable, wearing appropriate PPE, install physical barriers, ensure there is adequate ventilation, cleaning and disinfecting.

Unit Base

Unit base infrastructure will likely need to be increased paying particular attention to toilet and handwashing facilities. If choosing a work structure of Zones or Pods the infrastructure will also need to follow that structure. Consider facilitating out-of-hours cleaning for any deep cleaning required.

Catering/Craft

Catering practices will have to be adjusted to reduce the risk from COVID-19. These will vary according to location or studio work, structure of the working day, size of production etc. and will be specific to each production. The provision of dedicated sinks for catering staff only is recommended. Communal food prep areas and buffet serving systems may no longer be fit for purpose.

Pre-packaged or containerised food and single serve utensils to be used where possible to avoid the need to clean any returns. In the case of reusable containers, and any items that will be handled by catering crew, other crew and cast, appropriate hygiene and disinfection protocols must be implemented. Tea, coffee, packaged snack service may be required where once there was self-service.

Pre-ordering meals (daily or weekly) in advance may be required. Email or smart phone system may prove useful here.



Dining

The dining area should be large enough and laid out to adhere to Social Distancing guidelines. Markings should be used to denote the distance that must be kept between persons. Dining Buses may no longer prove viable for the dining numbers.

The area to catering/dining should use a one-way system to the area with a dedicated Entrance and Exit, with handwashing/sanitising stations where practicable. Any queueing will be required to adhere to social distancing.

Transport

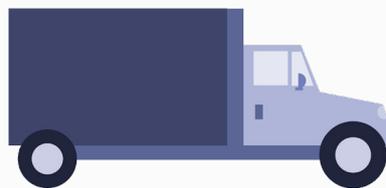
If possible, all cast and crew should avoid public transport to get to work or to return home after work. If crew members arrive individually in their own private cars, they should avoid transporting another person unless they are both part of a specified work structure and are working within the same isolating / quarantined working group. Parking facilities for crew members should be provided within walking distance to the shooting location if possible.

In the case of organised transport provided by the production, the vehicle driver must wear PPE face mask, which s/he must not remove during the journey. Consider having a see through protective screen or barrier between driver and passenger, ensuring it does not cause any additional blind spots/affect safety.

Dedicated drivers should be appointed to their own vehicle where possible. The number of people that can be transported by car is one, seated in the back seat at angle to driver to maximise distance. The passenger must also wear a face covering/ mask, along with adhering to usual hand hygiene practices before and after travel.

In a 9-seater minibus, in addition to the driver a maximum of 3 or 4 people can be transported, in a 'sawtooth' arrangement. This 'sawtooth' arrangement can be applied to larger Buses also. In the case of larger vehicles a special seating plan must be drawn up. The driver and the passengers must wear protective face coverings/masks during the journey.

If multiuse of a vehicle is required (Action Vehicles, Forklifts etc) the driver upon entering (and leaving) vehicles should clean/disinfect all common areas that are liable to be touched including the external door handles, keys and other internal furnishings.



Cars, Minibuses, Trucks and Facility units all require significant cleaning and disinfecting.

Regular disinfecting

of surfaces such as steering wheels, gear stick, handbrake, door handles, seats and the backs of seats and headrests, paying close attention to all surfaces that are touched often by passengers.

Drivers Handbook →

Cleaning

Cleaning procedures both professional and departmental will need planning and enhancement across all aspects of Production. A designated cleaning team may need to be hired to clean and disinfect; hand washing stations, toilet facilities and communal spaces, throughout the day. Consideration should be given to approved methods such as fogging, spraying and other disinfecting/sanitising procedures on sets, in trailers, in workshops etc.



Enhanced hygiene should be practised by the individual as well as the production. Waste should be disposed of when bag is $\frac{3}{4}$ full and must be double bagged. If waste is suspected of being COVID-19 contaminated it should be stored for 72 hours before being released for normal waste disposal.

The **HSA Cleaning and Disinfection template and Checklist 5**, can assist a production to put in additional cleaning and disinfection measures in place.

Personnel are required to report any concerns re symptoms or temperature.

Contractors & Service Providers

Engagement of contractors such as caterers, facilities companies and post-production facilities will require that they are COVID-19 compliant. Additional discussions may be required to ensure working protocols complement each other. Appropriate induction training to be provided to all contractors.

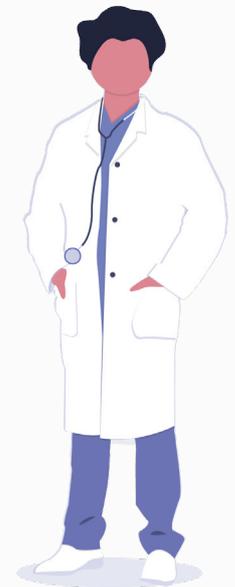
Security

It is important that security staff are briefed and follow all production specific protocols. Security personnel may be tasked with managing entry and exit points, permitting/restricting access to work areas including areas being used for quarantine, areas being sanitizing or other, as instructed.

Testing

It is important to note that **No current test is 100% accurate.**

If quarantine procedures are not possible a PCR (swab) testing regime may be required prior to filming and/or throughout filming for cast and key crew who may not be able to adequately physically distance; for example 'close contact' within a scene. PCR testing must be carried out by a PHECC Medic or NBMI Nurse and must be CE certified or HPRA (Health Products Regulatory Authority) approved. This regime must be advised and agreed prior to commencement of testing.



It is recommended that any initial test is followed up by a 2nd test (and isolation period between both tests) 48 hours later before any individual can be presumed 'negative' for COVID-19.

WRAP

Return to Work Forms and Contact Tracing Logs should be retained for 28 days after the individual has finished work to ensure information is available should it be requested by the HSA, HSE or other government body. Retention requirements may vary by production and all information retention should be managed in line with GDPR and Data Protection Requirements. More information in relation to COVID-19 and Data Protection can be found [here](#) →



POST PRODUCTION

Post production offers significant options for remote and digital working, however a clear plan outlining protocols to all parties is advised prior to commencement.

Editors should work remotely where possible, limiting interaction with Directors and Producers to online meetings and virtual notes. Attending viewings in person at the Post House or Edit Suite should only be done in exceptional circumstances.

In a few cases, the only solution for critical sound and picture post viewings will be for members of production to attend the Post House (for instance a projected colour grade or a final mix etc.). In these circumstances only the minimum number of people from the production should attend the session to give sign-off. Consideration should be given to using two rooms to separate operators and clients and conduct the viewing to allow for physical distancing.

Cast or Loop Group attendance at ADR sessions should be assessed to allow for physical distancing or remote working solutions.



GENERAL COVID-19 PROTOCOLS

COVID-19 OR SUSPECTED COVID-19 RESPONSE

Each production should have a defined and published structure for responding to a suspected case.

The **HSA Response Plan Template and Checklist 4**, can assist a production in preparing and planning for dealing with a suspected case.

Personnel are required to report any concerns re symptoms or temperature increase in advance of coming to work each day and throughout the day. Suspected cases may be detected through reporting, visual observation or via temperature check.

✓ Reporting:

increase knowledge among staff through active and targeted communications via callsheet, intermittent memos etc.

✓ Visual Observation:

ill persons exhibiting signs suggestive of COVID-19 may be identified by First Aider/ Medic/Unit Nurse, Head of Dept or through reasonable concern of other personnel.

✓ Temperature

temperature assessment – either on a daily basis or case specific.

When a cast, crew or extra reports symptoms or their temperature is elevated, the COVID-19 worker representative, COVID-19 management response team or Production or their HOD will advise them not to come to work. Appropriate communication protocols for this must be set by each production and clearly detailed to personnel. If already at work they will be advised to self-isolate in the short term at the designated isolation area.

Suspected cases with signs and symptoms indicative of fever and/or respiratory infection should be isolated immediately in the designated isolation area. The suspected case should be provided with a mask if one is available, they should be advised to wear the mask until he/she is able to be safely transferred home to self-isolate or to a health care facility for further assessment, diagnosis and possible treatment.

The suspected case should be provided with a mask if one is available, they should be advised to wear the mask until he/she is able to be safely transferred home to self-isolate or to a health care facility for further assessment, diagnosis and possible treatment.

Those who have been working in close proximity with a suspected case may also be asked to self-isolate or be tested. **Find out more →**

Close Contact or Casual Contact is defined by NSAI in the [Workplace Protection Guide](#) →

For those contacts who have shared a closed space with a case for longer than two hours, a risk assessment should be undertaken taking into consideration the size of the room, ventilation and the distance from the case.

Appropriate cleaning needs to be undertaken of areas where the person was working and all the communal places they have been. This may mean evacuating those areas for cleaning purposes. The cleaning of the

isolation area should take place as soon as possible. Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use.

Where there has been a suspected case of COVID-19 in a place of work the COVID-19 response management team must carry out an assessment of the incident which will form part of determining follow-up actions and recovery.

Public Health COVID-19 Testing

If a confirmed case is identified in your workplace, persons who have had close contact should be asked to stay at home for 14 days from the last time they had contact with the confirmed case. Persons who are a close contact of a confirmed case of coronavirus will be advised to self-isolate while waiting for a test or test results in line with [HSE protocols](#).

All affected personnel should be actively followed up by the COVID-19 manager/response team. If the person develops new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor for reassessment.

Return to work can resume after a positive test under the following circumstances; 14 days after first symptom, 5 days symptom free, or a new test stating COVID-19 is now 'undetected'. It is important to view 'fit to work' and 'safe to work' in terms of Public Health.

Medical advice recommends that if an initial test result is 'undetected', but symptoms persist, persons should only stop self-isolation and consider returning to work when they have had no fever for 5 days and or it has been 14 days since they first developed symptoms or a 2nd test taken 48 hours after the first test and is noted as 'undetected'

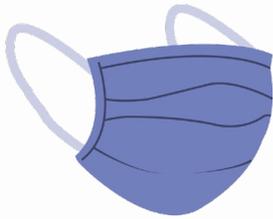
The COVID-19 manager/team may be contacted by the HSE to discuss the case, facilitate contact tracing and advise of any actions or precautions that should be taken.

USE OF PPE (Personal Protective Equipment)

In the context of COVID-19 correctly using PPE can help prevent some exposures but, it should not take the place of other preventative measures, proper hand hygiene, respiratory etiquette and physical distancing. Examples of PPE include gloves, goggles, respiratory protection. PPE must be selected based on the hazard to personnel and Risk Assessment. Determining what constitutes appropriate PPE in a given circumstance is complex and advice should be sought from the Health and Safety Officer/Advisor/Medic if there is uncertainty. All PPE needs to be put on, taken off and disposed of correctly.

Further information on PPE is available at [HSA](#) and [HSPC](#).

Personal Protective Equipment can be;



Face Coverings/Masks

will be required where physical distancing cannot be maintained. Training must be provided and care must be taken to continuously replace face coverings/ masks. Face coverings/ masks should be disposed of appropriately when removed and replaced with a new mask.



Face Shields/Visors

may be necessary for crew members who cannot avoid being in close proximity to others. Such personnel could include, for example, make-up artists, hairdressers, wardrobe staff, and medics. Visors to be cleaned as per instructions and or replaced where not effective or broken.



Gloves

On average you touch your face about 20 times an hour. If you touch your face with a gloved hand you could still transmit the virus. If wearing gloves, these should be washed, or removed and replaced on completion of tasks, and as frequently as you would wash your hands and should not be used in lieu of good hygiene practices.



Sanitiser Gel and Liquid

Sanitiser gel and liquid (at 60-70% isopropyl alcohol). Every member of the film crew should carry pocket size gel on them. On top of this, automatic dispensers of hand sanitiser liquid or gel must be placed in several points in the shooting location. Places of the greatest importance are the entrance points, the area where food is served, by the entrances to the office buses/trucks, and in every location that are frequented by higher numbers of people, e.g. toilets and storerooms, etc.



Disinfecting Wipes

Every work station/equipment store should have disinfecting wipes, as well as antibacterial sprays and disposable cloths to deal with possible contamination of surfaces/equipment and safe disposal method.

Other PPE

Other types of personal equipment may be required for protection against COVID-19. The virus can enter the body through the eyes as well as the nose and mouth so goggles may be appropriate. Protective garments including aprons or gowns (disposable) may be considered where there is a risk of clothing becoming contaminated, example handling dirty laundry, clothing, and when cleaning in particular areas where there has been a suspected case of COVID-19. Everybody who is obliged or advised to wear or use protective equipment should remind, support and assist their colleagues in complying with the request. Anyone who observes an irregularity, or non-compliance is asked to report issues to the COVID-19 Manager or Production.



Waste includes face coverings/masks, gloves, alcohol-based wipes used for sanitising, used paper tissues, the remains of food consumed at the location and their packaging as well as paper towels. The above may only be disposed of in the bins provided. The cast and crew must be notified of the importance of proper waste disposal.

KEY CONSIDERATIONS

Mental Health

Personnel who are returning to the workplace after a period of isolation are likely to have concerns about the risk of infection or changes to their job due to the implementation of measures to prevent the spread of COVID-19. Production should provide personnel with information on publicly available sources of support and advice and information about the prevention and control measures taken in the workplace to reduce the risk of infection.

A range of supports and advice is also available from the **Health and Safety Authority** on work related stress. The Authority also provides a free online risk assessment tool for addressing work related stress: **WorkPositive**

The Government's "**In This Together Campaign**" also provides information on minding one's mental health as well as tips on staying active and connected.



Monitoring/Evaluating/Revising

Monitoring and evaluating the performance and effectiveness of COVID-19 protocols and compliance must continue throughout production. There will need to be scope within the production to be versatile and revise, update or modify systems.

Environmental

Increased used of disposable PPE, packaging waste, and a growth in carbon footprint may be a temporary result of instigating protective measures in the short term. Long term sustainable solutions should be investigated and implemented where possible.

ABOUT THIS DOCUMENT

We thank **Chris Mee Group** for reviewing the draft document, and their contribution to the final version.

This document was produced by Screen Producers Ireland with Screen Ireland funding, received as part of the Screen Skills Ireland Stakeholders Funding Scheme. Screen Producers Ireland would like to thank Screen Ireland for its support.



The Department of Culture, Heritage and the Gaeltacht have reviewed these Guidelines in general terms and believe that they are consistent with the requirements set out in the Government's Return to Work Safely Protocol as published 9 May 2020. The document should be read and used in conjunction with national guidance, which may be updated.



Document Designed by **Rachael McCabe**

RESOURCES

As there are continuous updates and development in Guidance documents and information from the Government, the management team for each production should ensure they are familiar with the most current guidelines and protocols.

Please find below links to documents mentioned above:

Symptoms of COVID-19 - <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Self-Isolation - <https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/self-isolation.html>

Good Hygiene - <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Facemasks - <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

Return to Work - <https://www2.hse.ie/conditions/coronavirus/returning-to-work-safely.html>

Additional Resources

Posters -

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

<https://www.gov.ie/en/collection/ee0781-covid-19-posters-for-public-use/>

<https://www.hsa.ie/eng/topics/covid-19/>

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>

Videos -

https://www.hsa.ie/eng/topics/covid-19/covid-19_videos/

Templates/Checklists -

https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_and_checklists/return_to_work_safely_templates_and_checklists.html

Working from Home -

https://www.hsa.ie/eng/topics/covid-19/covid-19_faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis/

WHO (World Health Organisation) How to Wear a Mask Safely -

<https://www.who.int/images/default-source/health-topics/coronavirus/risk-communications/general-public/protect-yourself/infographics/masks-infographic---final.tmb-1920v.png>

HSE guidance on how to use face coverings -

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/hse-face-covering-guidelines-poster-high-resolution.pdf>

Advice for Employers and Workers

The Health and Safety Authority Workplace Contact Unit - <https://www.hsa.ie/eng/>

The Health Service Executive, HSElive - <https://www.hse.ie/eng/hselive/>

Department of Business, Enterprise and Innovation Business - <https://dbei.gov.ie/en/>

Workplace Relations Commission (WRC) - <https://www.workplacerelations.ie/en/>

National Standards Authority of Ireland (NSAI) - <https://www.nsai.ie/>

NSAI Workplace Protection and Improvement Guide - <https://www.nsai.ie/covid-19workplaceprotection/>

Department of Foreign Affairs and Trade - <https://www.dfa.ie>

Information on Public Health and Occupational Health and Safety

Health & Safety Authority -

www.hsa.ie

https://www.hsa.ie/eng/topics/covid-19/covid-19_advice_for_employers_and_employees/covid_19_-_advice_for_employers_and_employees.html#2

Health Service Executive -

<https://www2.hse.ie/coronavirus/?source=banner-www>

Health Protection Surveillance Centre (HPSC) -

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>

European Commission -

https://oshwiki.eu/wiki/COVID-19:_Back_to_the_workplace_-_Adapting_workplaces_and_protecting_workers

EU OSHA -

<https://osha.europa.eu/en/highlights/covid-19-back-workplace-safe-and-healthy-conditions>

World Health Organization (WHO) -

<https://www.who.int/health-topics/coronavirus>

World Health Organisation (WHO) Getting Your Workplace Ready guide -

<https://www.who.int/news-room/detail/09-03-2020-covid-19-for-health-workers>

European Centre for Disease Prevention and Control (ECDC) -

<https://www.ecdc.europa.eu/en/covid-19-pandemic>

