

THE SOUTH AFRICAN SCREEN FEDERATION
PROTOCOL FOR FILM AND TELEVISION INDUSTRY UNDER COVID-19 RESTRICTIONS (PROTOCOL)
As at April 26, 2020

We write on behalf of the South African Screen Federation (SASFED), its Council and its Member organisations. SASFED is a federation body with member organisations making up the independent film and TV Sector of South Africa across the value chain. It represents the following member organisations:

- Sisters Working In Film and Television (SWIFT);
- Writers' Guild of South Africa (WGSA);
- South African Guild of Editors (SAGE);
- South African Guild of Actors (SAGA);
- The Personal Managers' Association (PMA);
- Animation South Africa (A.S.A);
- The Documentary Filmmakers Association SA (DFA); and
- The Independent Producers Organisation (IPO).

We have, in addition, received a mandate from organisations and the freelance community who are not part of SASFED to further represent them in any relief sought for this industry in the midst of the Covid 19 crisis.

This submission takes into account the contributions and concerns from our member organisations.

The following set out protocol guidelines to the film and television production sector in respect of providing a safe workplace and to minimize the risk of COVID-19 while working in the screen sector.

We wish to note that the following is drafted having taken into consideration the safety guidelines provided by the South African government in this respect.

These guidelines are subject to revision and amendment from time to time, depending on their proven efficacy in the production environment.

Visibility of Protocol Information

Information regarding the risk of spreading COVID-19, and what behaviour is expected from everyone on set is to be made visible in common areas and copied to all personnel of the company.

SASFED Member Organisations: A.S.A. - Animation South Africa / DFA - The Documentary Filmmakers' Association / IPO - The Independent Producers Organisation / PMA - The Personal Managers Association / SAGA - South African Guild of Actors / South African Guild of Editors – SAGE / SWIFT - Sisters Working In Film And Television / WGSA – Writers Guild of South Africa

Terms Of Engagement – NTVF (The National Film and Video Foundation) / 2 x Industry Awards Board Seats - SAFTA Board Member – SOS (Supporting Public Broadcasting Coalition) / Digital Television Advisory Group - ICASA

Controlling informal interaction

Green room/holding areas to be set up outside the production area/designated areas as per health department protocol, with social distancing adhered to and the wearing of face masks.

Preparing the Workplace - Disinfecting Protocol and Unit:

This section sets out guidelines to prepare the workplace and the daily routine to be established thereafter.

1. Deep cleaning of the environment needs to occur:
 - Before shoot commences;
 - During each shoot day; and
 - After wrap each day.
 - Dedicated cleaning staff to sanitize and clean bathroom spaces on a regular rotation throughout the day.
2. Hand washing and sanitizing stations to be spread-out and easily accessible. Cleaning stations should be set up at the following locations:
 - Outside before entering the building. (If possible, to spray everyone before entering);
 - On set (Or before entering set);
 - Bathrooms;
 - Cast area;
 - Make-up room/s; and
 - Wardrobe room.
3. A Unit is to be put in charge of cleaning the set: setting up the disinfectant stations and disinfecting all common areas (i.e. wardrobe, make-up and all other workstations).
4. The Unit needs to set up the various sections and ensure that:
 - All areas to be washed or non-porous sprayed down and sanitized. Before entering the space. This applies to all sets, locations, and any area that will be used by crew or cast on any location.
 - Where possible, a list of names to be put up per section.
 - Each crew member will be responsible for cleaning and sanitizing the equipment they are in charge of. HODs to ensure their departments adhered to these requirements.
 - Objects that are handled by more than one person to be sanitized between team activities, with special attention to props handled by actors.
 - Each department to re-charge their own walkies each night not to be handed back to the Unit.

- A deep clean of the set (i.e. fogger) is to take place bi-weekly.
 - Extra temporary dressing rooms to be supplied to prevent actors sharing a room.
5. All shooting locations and sets are to have adequate ventilation. Small areas should be avoided but to minimize the risk of infection due to aerosol particles productions will prioritize ventilation of all interior spaces.

Getting to work – Transport

1. Public transport to be avoided where possible.
2. Where possible, all crew and cast are to rely on own transport.
3. For those without their own transportation:
 - Where budget permits, transport will be provided by the production. then company to provide transport as per the Department of Transport guidelines.
 - Any transport arranged by the production management shall require the driver and all occupants in the vehicle to wear facemasks.
4. The production management shall keep a record (number plates) of the vehicles that it uses to transport the Production Personnel.

Procedures at the commencement of a shoot

1. Before each production shoot each production personnel (including each crew and cast member) will be required to disclose before shooting whether they have, to their knowledge, been in contact with anyone with Covid-19.
2. They will be required to inform the production manager (PM) and the Producer immediately if they have. Producers are to be made aware of any underlying health concerns. Health and safety. Protocols to be more closely observed and implemented with higher risk individuals.
3. Each production set is to undertake an induction at the commencement of the production. The Medic shall brief all Production Personnel on this Protocol and any other location protocols and risks prior to the commencement of filming.
4. A designated, adequately qualified medic will be appointed as the health and safety officer (**Medic**) on set. The medic is to be stationed at the entrance of the workplace and will be responsible for all COVID-19 activities on a production set, including:
 - 4.1 At the outset – identifying the vulnerable workers, if any, in that workplace. A medical questionnaire pertaining to a COVID-19 risk assessment shall be completed by all crew and cast members prior to the commencement of filming on the production. All information is to remain confidential. We recognize each individual’s right to privacy not to disclose their medical conditions.
 - 4.2 The Medic and any other person working on the set shall be obliged to make the producers aware of any underlying health concerns in respect of any person working on the production set or any condition existing on the production set.

- 4.3 On a daily basis, taking the temperature of all persons prior to the commencement of any work on the production set using appropriate equipment or instruments. Thereafter, the temperatures of all persons on the production set shall be taken by the Medic every four hours.
- 4.4 Anyone whose temperature is recorded at 37.5% or higher must be furnished with a mask and must be advised to go to their doctor or to go for testing at one of the government free testing sites and must be returned home for immediate quarantine.
- 4.5 Compiling a daily register of all persons granted access to the set with details of their daily temperatures;
- 4.6 Conducting a risk assessment of the production set and associated premises to identify, mitigate and eliminate any potential exposure to COVID-19 transmissions.

Anyone exhibiting mild or severe symptoms of COVID-19 shall not be allowed to enter the production set and will be asked to be tested immediately and for action to be taken depending on the results of the test and/or may be asked to return home to self-isolate either for a prescribed period or until such time as the person is certified by a Doctor as having completely recovered from COVID-19. A dry cough, fever, muscle pain and sore throat are all considered to be symptoms of COVID-19.

- 4.7 Cast and Crew Members to stay home if they are sick and notify both Production, Agents respectively. Those call logs should be then submitted to the Assistant Director to be logged into the Daily Production Report and reported to the medic on set that will get advice on next steps.
- 4.8 Cast and crew will be given procedures for immediately isolating people who have signs and/or symptoms of COVID-19, and train cast and crew to implement them. Move potentially infectious people to a location away from rest of cast and crew. Have an isolation room with closable doors until potentially sick people can be removed from the set.
- 4.9 If anyone is a symptomatic and is found to have been positive COVID 19 and has been on set. The set will be immediately closed, and all cast and crew will have to present themselves for testing. The set will be closed until test results are returned and cast, and crew will self-isolate until test results are proved negative. If they have not infected anyone else and results are negative cast and crew shall return to work. If there has been infection of others the authorities will be contacted.
- 4.10 The Medic shall report any contraventions of this Protocol to the PM.
- 4.11 Any person on the set will be free to report any contraventions of this Protocol to the Medic actioning. Should the contravention continue to the extent that any actor, crew member and other member of the production is of the view that their health and safety is jeopardised, he/she shall be entitled to leave the set and/or production (as the case may be) and return when the contravention has been corrected to his/her satisfaction.

On Set Protocol

Only those persons who are strictly necessary to carry out specifically scheduled production activities shall be permitted to gain entry to the production set. Where Production Personnel can work from home they should do so and where possible the interaction between Production Personnel shall be limited to emails, phones, walkie talkies and radio communications.

Protocols in the set space

1. The Production is to be in charge of making sure all safety measures are implemented and everything that is needed on set is in place. Production will provide each person with plastic full-face visors and/or washable, material masks for which they need to be responsible in terms of washing in hot water and their own sanitizer bottle.
2. Production will supply hand sanitizer (70% alcohol or more) and medical grade anti-bacterial soap will be available in common areas.
3. Restricted access to the production set must be enforced by the presence of security personnel at all entrance points. No unauthorized persons shall be permitted to access the production set and all activities incidental to the production activities shall be conducted outside of the production set (i.e. deliveries will be offloaded, checked and sanitized outside the production set).
4. All persons wishing to gain entry to the production set must wear a mask and must have their hands sanitized prior to entering the set.
5. Prior to gaining entry to the production set, all persons, including without limitation, crew, cast and suppliers (Production Personnel) must sign an Indemnity Form, the Producer's Privacy Code and workplace policies.
6. The Medic will provide all Production Personnel with their own hand sanitizer and plastic full-face visors and/or washable, material masks for which they need to be responsible in terms of washing in hot water a.
7. All Production Personnel, save for cast members who shall not be required to wear face masks during filming, shall wear face masks at all times.
8. Dispensers of alcohol-based hand sanitizer (70%b of alcohol or more) shall be provided and displayed prominently in the common areas of the production set for use by all Production Personnel. Extras will be kept to a minimum.
9. All Production Personnel shall be required at all times to maintain a social distance between each other of at least 1.5 meters. This requirement shall not be applicable to cast members when in performance and where the dictates of the performance require the cast members to be closer to each other. No facial intimacy will be permitted in performance, but actors will be allowed to hold hands if required by the dictates of the performance and as long as they sanitize immediately afterwards. Where possible, the number of cast members participating in a scene, will be limited.
10. 1st AD on the shooting floor shall make sure that the social distancing requirements of 1.5 meters are implemented and that all work areas are cleaned and disinfected on a daily basis.
11. The leaving of the production set by Production Personnel shall be kept to a minimum on a daily basis and permission must be obtained from the Medic prior to leaving the production set.

Proposed Number of Crew and Cast on set and shooting floor: (Levels as per SA Govt levels in their risk adjustment strategy for economic activity).

The crew numbers will be kept as low as possible with a maximum of no more than 50 people on set inclusive of cast members.

Level 4

- A maximum of 50 people on set, inclusive of cast members.
- A total number of Production Personnel on shooting floor shall be a maximum of no more than 25 at any one time.

Level 3

- A maximum of 75 people on set, inclusive of cast members.
- A total number of Production Personnel on shooting floor shall be a maximum of no more than 37 at any one time

Level 2

- A maximum of 100 people on set, inclusive of cast members.
- A total number of Production Personnel on shooting floor shall be a maximum of no more than 50 at any one time.

Level 1 – unrestricted.

Cast

- Seating should be arranged in such a fashion as to ensure social distancing, and prescribed seating should minimize social interaction between departments, so that at-work groupings are maintained on breaks.
- Masks and /or visors to be worn by all cast members between scenes.
- Upward referral for the cast in the case of uncertainty would be the first Assistant Director, line producer and/or producer.

Art Department

- One standby on the floor only.
- All props and acting spaces need to be cleaned before use and after.
- Limit leaving set. As we need to reduce the possibility of outside contamination.

Wardrobe

- Final checks shall be conducted and signed off before leaving to deliver wardrobe to the production set.
- One stand-by on the production set.
- All cast members shall be required to leave their wardrobe with shoes, bags, jackets, accessories on the production set on a daily basis.
- All dressing rooms, including the floors and all surfaces shall be cleaned and disinfected on a daily basis.
- If used, all clothes, blankets, pillowcases, throws etc. shall be washed on a daily.
- All wardrobe to be washed and or sprayed before a cast member wears it.
- All cast members shall be required to dress themselves, if possible.
- All jewelry shall be disinfected and sanitized before handed to a cast member.

Lighting, Grips and Camera

- Clean and disinfect equipment before and after use.
- Clean and disinfect all working stations on a daily basis.
- Endeavour to adhere to the social distancing requirements set out in this Protocol.
- Clean and disinfect equipment between takes or when the camera is moved.

Sound

- Where possible ask cast members to mic themselves.
- Try and avoid unnecessary contact with cast members and one another.
- Set up away from VT village. Same space but not everyone behind the monitor.
- Microphones, belts and straps to be sanitized, disinfected and stored in sanitized places at all times.

Make-up Artists and Hairstylists

- Make up to be reserved for featured cast members only.
- Each artist must have their own brushes and applications which shall either be provided for by the production or for which cast members will be reimbursed on receipt of proof of payment.
- Where possible all cast members shall do their own make up.
- Each cast members shall be supplied with his/her own new makeup and brushes which will then be kept in a separate, sealed and labelled package for the use of that cast member for the duration of the production.
- Makeup, toiletries and other products, including hair products, shall not be shared between cast members.
- A facial plastic shield shall be worn by each make-up artist when applying makeup to a cast member.
- The application of all make up should preferably take place in the open air underneath a gazebo. One make-up artist should be dedicated to each gazebo and the gazebo unit to be sterilized and disinfected on set up and thereafter by the makeup artist on a daily basis.
- If makeup cannot be applied outside, a room with full windows and ventilation must be used.
- The makeup room must be disinfected and sterilized. A table, high stool, low chair for hair and a multi-plug should be available and sterilized continually throughout the day.
- Each make-up artist should only have one cast member in the makeup chair at any given time, and extra cast members should be kept away from the make-up and hair station.
- Each cast member or make-up artist entering the make-up area must be required to wash and sterilize their hands upon entry.
- Each makeup artist should have available from production, a box of disposable gloves. Each glove must be disposed of immediately after each makeup application.
- Each cast member must be required to bring and use his/her own mascara, eyeliner, foundation, lipstick, brushes, and lip brushes. These items shall not be shared between different cast members.
- Time must be allowed in between the applying of make up to each cast member in order to adequately clean and disinfect all surfaces and working tools and such extra time must be scheduled in respect of each day of production. Cleaning shall include, the chair, table, metal palettes and spatulas that touch the make-up and brushes. All hair equipment must be sterilized.
- Make up on standby should be kept outside or in a well-ventilated area off set.
- Powder touch ups can be applied with cotton wool rounds that must be disposed of immediately after use.
- Equipment cleaning comes in 3 stages: SANITIZE, DISINFECT and then STERILIZE. All items must be disinfected and cleaned by the makeup artist. It is then the responsibility of the makeup artist to take his/her equipment home for re-sterilization.

Catering

1. Catered meals and craft shall be by means of boxed meals per person with sealed cutlery and/or permit the crew and cast to bring their own meals.
2. No shared craft and catering areas. Crew and cast to be supplied with their own water bottles.
3. No coffee / tea stations. Craft to be supplied at the beginning of the day as part of boxed catering.

Post-production

- *System 3 Enhanced Public Health - Industries are encouraged to adopt a work-from-home strategy where possible, and all staff who can work remotely must be allowed to do so.*
- Remote working to be enabled for post-production where ever possible – cost considerations would include data/internet for uploads and downloads, extra software and hardware costs, remote working downtime in the case of loadshedding, flexible scheduling to take the extra time for uploads and downloads into account.
- If remote working is for any reason not possible then the same health and safety protocols and oversight for safe sets be extended to post-production workspaces.
- Security and confidentiality - NDA's & contracts can have a rider added as well as precautions such as and password encoded hard drives. Footage will be low res transcodes as well. Also online viewing platforms can be done securely by channel or post-house with access only to certain folders etc
- All hardware to be sent to post-production such as hard drives, will need to be handled very carefully – so by a limited number of crew, preferably only the DIT or data wrangler, observing all cleaning and disinfecting protocols, then placed immediately into a sterile bag and then into a further casing for delivery to post-production remote work spaces.
- Health and safety conditions for the handover of hard drives from courier to post-production professional with social distancing observed.
- All script supervision and other post-production documents to be supplied electronically.

Cost Considerations

It must be noted that these measures will carry a significant cost component and negotiations will need to take place between producers, broadcasters and/or relevant government departments as to how and by whom these costs shall be borne. They include, but are not limited to:

1. Medic
2. H&S Compliance Officer
3. Any medical testing as may be required
4. Material masks for cast and crew
5. Gloves
6. Additional Personal Protective Equipment as may be required`
7. Sanitizers and ongoing sanitization
8. Regular set deep cleaning
9. Transport for crew with no cars
10. Extra cleaner/s for continual surface cleaning
11. Extra wardrobe cleaning
12. Extra catering costs
13. Specific make-up and brushes for each artist: such as mascara, eyeliners, foundation, foundation brushes, and lip brushes
14. Set-up and wrap costs for every time productions have to be stopped for quarantining purposes or in the event of an actor falling ill and needing to be recast.
15. Other costs that may be implicit in the above-listed interventions.