

THE SOUTH AFRICAN SCREEN FEDERATION
PROTOCOL FOR FILM AND TELEVISION INDUSTRY UNDER COVID-19 RESTRICTIONS (PROTOCOL)

The Covid-19 pandemic has brought with it the requirement for a new work protocol to mitigate the impact of the virus on the country and its people. The following protocols have been developed, in line with safety considerations provided by the South African government, by SASFED on behalf of and in consultation with all its member organizations, namely:

- The Independent Producers Organisation (IPO).
- 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 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.

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

General Practices

- Anyone who can work from home without compromising the production must do so;
- Everyone entering the workplace will be screened for Covid-19 symptoms and have their hands sanitized;
- The identification and protection of vulnerable employees is mandatory;
- All work environments will adhere to the strictest sanitisation protocols and will have hand sanitiser and handwashing facilities with soap readily available;
- All production personnel will wear masks at all times other than, for cast, while filming;
- Social distancing measures will be introduced;
- All production personnel will be informed of protocols and relevant information will be prominently displayed;
- Individual productions will have their own Covid-ready workplace plans, of which these protocols will form part, and
- All members of SASFED are expected to adhere to the protocols as set out hereafter.

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 – NFVF (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

SCREEN SECTOR WORKPLACE PROTOCOLS IN RESPECT OF COVID-19

Compliance Officer

A Compliance officer will be assigned in writing to ensure adherence to sections (6) (a) (i) and (ii) as set out in the Regulations, and to the Covid-Ready Workplace Plan. Depending on the size and complexity of the production the Compliance Officer may or may not be the same person appointed as the set Medic. Any member of the production must report any concerns about possible lack of adherence to the protocols to the Compliance Officer for immediate intervention and remedy. Such reporting will be done in confidence and the identity of and the person reporting will not be disclosed. In the event of a particular department's consistent non-compliance, the matter will be escalated to the Line Producer, when company disciplinary action may be taken.

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. Copies of these protocols will be prominently displayed in work areas.

Controlling informal interaction

Green room/holding areas will 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 the guidelines to be adhered to when preparing the workplace prior to the commencement of work and the daily workplace routines to be established and adhered to thereafter.

1. The following cleaning activities in respect of the environment must take place:
 - Deep cleaning (i.e. fogger) before shoot commences and thereafter every two weeks;
 - during each shoot day; and
 - after wrap each day.
 - Dedicated cleaning staff must sanitize and clean bathroom spaces on a regular rotational basis throughout the day. Saniwipes and toilet paper dispensers will be available in all toilets for users to wipe toilet seats and handles before and after use.
 - Only paper towels will be used in bathrooms and at hand-washing stations.
2. Hand washing and sanitizing stations must be spread-out and easily accessible. Cleaning stations must 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;
 - wardrobe room; and
 - props room.
3. A **Cleaning Unit** is to be put in charge of cleaning the set, including 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 are washed or non-porous sprayed down and sanitized before anyone is permitted to enter 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 the names of the cleaning unit personnel is to be put up per section.
 - Each crew member will be responsible for cleaning and sanitizing their own equipment or the equipment in their care in. All heads of production departments are to ensure their departments comply with these requirements.
 - Objects that are handled by more than one person must be sanitized between team activities, with special attention to props handled by actors.
 - Each personnel using a walkie must re-charge their own walkies each night and such equipment is not to be handed back to the Unit.
 - Extra temporary dressing rooms must be supplied to prevent actors sharing a room.
 - Hand sanitisers, being flammable, are to be stored in a cabinet or enclosure constructed of fire-resistant material and clearly marked with a sign indicating that the store contains flammable liquid. The storage unit and signage shall be supplied by the production.
 5. All shooting locations and sets must have adequate ventilation. Small areas should be avoided, but to minimize the risk of infection due to aerosol particles, productions must prioritize ventilation of all interior spaces.

Getting to work – Transport

1. Public transport must be avoided where-ever possible. In the event someone does have to use public transport, they must adhere to the Department of Transport's health and safety measures.
2. Where possible, all crew and cast are to rely on their own transport.
3. For those without their own transportation:
 - Where budget permits, transport will be provided by the production company. Such production company shall provide transport in compliance with the Department of Transport's guidelines as published from time to time.
 - Any transport arranged by the production company shall require the driver and all occupants in the vehicle to wear face masks and for the vehicles to be sanitised after each journey.

4. The production company shall keep a record (i.e. 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 complete a Health Declaration as set out in 4.1 below.
2. 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.
3. 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 commencement of the shoot, ensuring that a **Health Declaration** is completed by each member of the cast and crew. The Health Declaration will require each member of the cast and crew to state that: (i) they are not suffering from any coronavirus symptoms;(ii) have not as far as they are aware been in contact with anyone with the symptoms in the last 14 days; (iii) they will immediately notify the Medic should they experience any symptoms or have been in contact with anyone who has; and (iv) they agree to subject themselves to the required testing or other mandatory measures should they display symptoms or be found to be asymptomatic carriers. Health and safety protocols must be more closely observed and implemented with individuals who are over 60 or who have voluntarily disclosed the fact that they are higher risk individuals from a COVID-19 perspective. 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 or vulnerabilities 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 at regular intervals.
 - 4.4 Anyone whose temperature is recorded at 37.5 ° Celsius or higher must be furnished with a FFP1 surgical mask and must agree to consult their doctor, contact the Covid-19 health hotline or to go for testing at one of the government free testing sites and must be returned home for immediate quarantine, with the production ensuring that risks to others and the public be minimized during transportation.
 - 4.5 If any person involved in the production is diagnosed with COVID-19, the Medic shall report the fact to both the Department of Health and the Department of Employment and Labour and shall investigate the cause of the infection, "including any control failure" on the production set.
 - 4.6 Compile a daily register of all persons granted access to the set with details of their daily temperatures.
 - 4.7 Conduct ongoing risk assessments of the production set and associated premises to identify, mitigate and eliminate any potential exposure to COVID-19 transmissions.

- 4.8 Anyone exhibiting 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 health establishment, medical facility or doctor as having completely recovered from COVID-19. A dry cough, fever, redness of eyes, difficulty breathing, muscle pain and sore throat are all considered to be symptoms of COVID-19.
- 4.9 Cast and crew members must be required to stay home if they are sick and notify both Production Office and their Agents respectively. Those call logs should be then submitted to the Assistant Director for recording into the daily production report and reported to the Medic on set who will then obtain advice on next steps.
- 4.10 The Medic will be trained on and furnished with procedures for immediately isolating people who have signs and/or symptoms of COVID-19.
- 4.11 The Medic shall move potentially infectious people to a location away from the rest of the Production Personnel. All production sets must have an isolation room with closable doors for the housing of potentially sick people until they can be removed from the production set.
- 4.12 If anyone has been on the production set who is found to be or to have been COVID 19 positive, the production set must be immediately closed, and all Production Personnel must be required to present themselves for testing. The production set will be closed to all persons until such time as they are declared not to be infected with COVID-19 by a health establishment, medical facility or doctor
- 4.13 The Medic shall report any contraventions of this Protocol to the production manager.

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 be required to 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 manager together with the Medic/Compliance Officer will be in charge of making sure all safety measures are implemented and that all COVID-19 precautions and measures are adhered to in respect of the production.
- 2.
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 and have their temperature checked prior to entering the production 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. Production will make available and prominently display hand sanitizer (70% alcohol or more) and medical grade anti-bacterial soap in common areas, for use by all Production Personnel.
7. The Medic will provide all Production Personnel with their own hand sanitizer and plastic full-face visors and/or at least two washable material masks for which the production company shall be responsible for washing in hot water and ironing.
8. 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.
9. Cast members will be provided with full-face visors to wear after make-up is complete and which will only be removed for the purposes of shooting.
10. 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.
11. No facial intimacy will be permitted in any 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.
12. The first assistant director 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.
13. The leaving of the production set by Production Personnel shall be avoided unless absolutely necessary and permission must be obtained from the relevant head of department and Medic prior to leaving the production set.

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

The number of crew members will be kept as low as possible. The production company will determine the relevant floor space square meterage and shall ensure that only the number of people permissible for the purposes of maintaining the 1,5m social distancing requirements will be permitted into that space as per the following requirements:

Level 4

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

Level 1 – unrestricted.

Cast

- Seating must 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 must 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.
- Extras will be kept to a minimum

Department-specific protocols, to be the responsibility of the head of department (HOD)

Art Department

- One standby on the floor only.
- All props and acting spaces must be cleaned and sanitised before and after use.
- Limit leaving set 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 basis.
- All wardrobe shall be washed and or sprayed before a cast member wears it.
- Costumes must be individually hung in their own cover. The cast members' own clothes must be hung in that same plastic cover to avoid cross-contamination.
- All cast members must be required to dress themselves, if possible.
- All jewellery must be disinfected and sanitized before handed to a cast member.
- In the case of dressing extras, costumes may not be tried on by more than one person.

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 must 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 his/her own brushes and applications, which shall either be provided by the production company or by the cast members. Where provided by cast members, the cast members will be reimbursed by the production company on receipt of proof of payment.
- Where possible cast members shall do their own make up, preferably at home prior to arriving on set and shall only do touch-ups during the day using their own make-up. This applies particularly to male cast members and extras.
- Each cast member 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, must not be shared between cast members.
- A facial plastic shield must be worn by each makeup artist when applying makeup to a cast member. Makeup artists must sanitise their hands before and after applying makeup to each featured 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 must 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 for the application of makeup.
- 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 makeup 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 makeup and hair station.
- Each cast member or makeup artist entering the makeup 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 must 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.
- Makeup 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

- 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.
- No shared craft and catering areas. Crew and cast to be supplied with their own water bottles.
- 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 load shedding, 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 production sets as detailed in this Protocol shall be extended to post-production workspaces.
- Security and confidentiality - NDAs and 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 must be observed.
- All script supervision and other post-production documents must be supplied electronically.

Casting

This shall be carried out under the protocols specific to this off-set activity, as detailed in Annexure A.

Individual Responsibility

Every member of the Production Personnel has an individual responsibility and duty to adhere to this Protocol in a collective effort to prevent the transmission of Covid-19.



Limit physical contact
– avoid handshakes, refuse
kisses on the cheek and
avoid hugging



Be diligent with cleaning
– both at home and in
your workplace



**Keep your distance and ask
others to be considerate**



**Wash your hands frequently
or sanitize your hands with
an alcohol-based hand rub**



**Cough or sneeze into your
sleeve, not your hands**

COVID-19 HELPLINES + RELEVANT LINKS

CORONA VIRUS (COVID-19) 24-HOUR HOTLINE NUMBER: 0800 029 999.
CORONA VIRUS (COVID-19) WhatsApp number: 0600 12 3456

<https://www.gov.za/Coronavirus>

<https://sacoronavirus.co.za/>

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

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. At least two material masks for each member of the Production Personnel.
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 are 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