



Ministry of Culture and
Information Policy of Ukraine



(COVID - 19)

**RECOMMENDATIONS FOR SHOOTS
IN UKRAINE
(MOVIES, COMMERCIALS, MUSIC VIDEOS)**

PERSON WITH COVID-19 SYMPTOMS, IS NOT ALLOWED TO PARTICIPATE IN THE SHOOTING

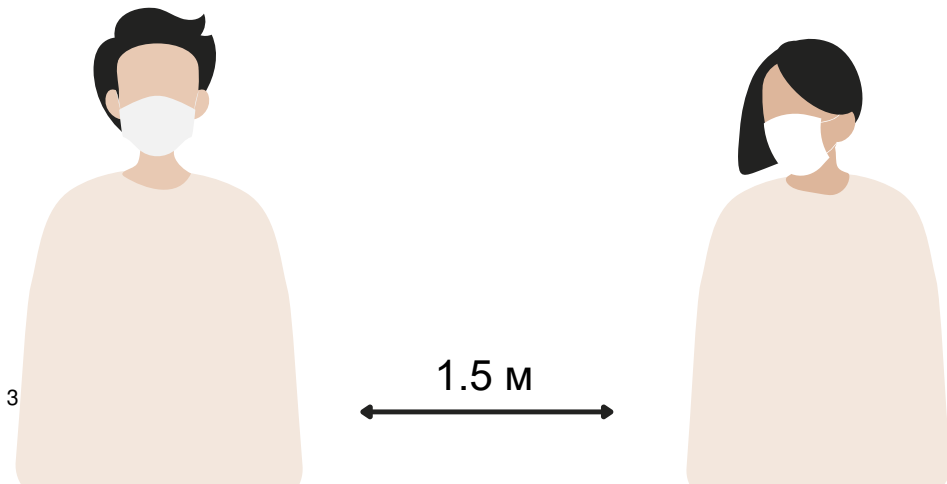


Symptoms COVID-19 believeся:

- dry cough
- increased body temperature (above 37.2 ° C)
- muscle pains
- throat pains

DISTANCE

1. Participants in the filming process must adhere to the social distance of **1.5 m.**
2. **3 sq.m.** - minimum space for each crew member on interior shooting. **2 sq. m.**- minimum space for each crew member on exterior shooting (outdoors).



3. For all shootings, the maximum number of people who are on set* simultaneously is up to **50 people.**

*the set means the space around the camera with a radius of 10 m. and the entire area of the scenery, location or interior.

4. The work must be coordinated in such a way that a minimum number of people is on the set at the same time. For example, sparks should not start working until the art department has completed its part, etc.
5. When shooting commercials and music videos: the interaction between the agency / client and the team should **be minimized.**

GROUP MINIMIZATION

1. The number of members of the film crew should be optimized to the required minimum.
2. When shooting commercials and music videos: The Agency and the Client should delegate a minimum number of representatives for shoot - only those who are empowered to make decisions. Others can watch the shoot using remote access.

ARRIVAL ON THE SET

1. Persons who have had contact with infected persons (if 14 days have not elapsed since such contact) are not allowed on the set.
2. The time of the crew call must be planned in such a way as to avoid crowding on arrival.



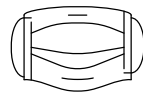
ARRIVAL ON THE SET

3. The production appoints and assigns responsibilities for monitoring compliance with the rules of prevention to the responsible employee - "Medical Officer". Every two hours, the medical officer loudly announces and monitors the change of masks by the whole group, as well as controls the timely disinfection and ventilation of the premises involved in the work, at least 10 minutes every 3 hours of continuous operation.

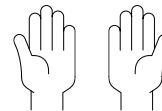
4. Upon arrival at the site, each member of the group before starting work must:

- to be instructed in **sanitary and anti-epidemic rules** and personal hygiene during work during the epidemic
- pass **temperature screening**
- sign **informational agreement** "About passing of instruction and observance of preventive measures», get individual means communication (walkie-talkie). During the shooting use only individual walkie-talkie and personal headset provided by the production at the beginning of the filming period.

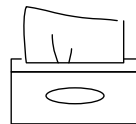
- get an individual set, which includes a pre-calculated required amount of hygienic materials for the day of filming:



medical masks or
respirator class FFP-3



sterile gloves



paper napkins



sanitizer on alcohol basis
(60%)



boot covers
(in case of interior
shooting)



Zip lock for used means of
protection

RULES OF INDIVIDUAL HYGIENE

Each member of the film crew is individually responsible for preventing the spread COVID-19 and undertakes to comply with the following requirements:



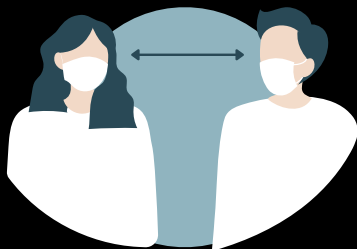
RULES OF HAND HYGIENE

Wash your hands thoroughly for more than 20 seconds or treat with an alcohol-based sanitizer (60%)



AVOID TOUCHING THE FACE

Do not touch your nose, eyes or mouth with your hands. Sneeze and cough - in the bend of the elbow or covering the mouth and nose with napkins



KEEP DISTANCE

Avoid crowds, handshakes, kisses, hugs. Keep a distance of 1.5 m with people



DISINFECT PERSONAL THINGS

During the day, disinfect mobile phones, walkie-talkies, headsets for walkie-talkies, tablets, computers, desks, bags, glasses and etc..

ZONING OF THE SET

1. Production can zone the set to reduce contacts. In this case, team members should not cross the protective tapes unnecessarily.
2. Cigarette smoking, electronic cigarettes (vapes,, ikos and etc..) occurs exclusively in specially designated places with a distance of at least 1.5 m.
3. If possible, the following should be located outside the pavilion / location:
 - common areas and waiting areas for those not involved in the shooting;
 - Client area (*for advertising and music videos*).

CLEANLINESS CONTROL

1. Production is responsible for the constant disinfection of contact surfaces, including: door handles, public surfaces, plumbing and any surface to which more than one person has access.
2. Production ensures the availability of alcohol-based hand sanitizers at the entrances to the premises and in public places.
3. Disinfection of transport means is responsibility of drivers. Disinfection of transport means is mandatory after each travel. Drivers report to the Medical Officer about time of disinfection. Drivers are obliged to be in the vehicle and not to leave it without production or hygiene needs.



WORK WITH ACTORS

1. Actors are allowed to be in the frame without the use of personal **protective equipment (mask, gloves)** and without keeping the distance between them only during filming or during fitting, applying makeup. In this case, members of the group who come into contact with them should use a **mask, gloves and a protective visor / screen** as an additional means of protection.

2. Makeup should be applied with disposable applicators, sponges etc. It is recommended that all cosmetics be individual for the main actors (mascara, lipstick, eye shadows ,etc.).

3. If possible, the makeup room should be located outdoors or in well-ventilated areas.

4. For casting family scenes, where people should physically interact with each other, real families should be invited whenever possible, so that physical contact occurs only between members of the same family.

5. It is recommended to conduct casting and fitting remotely in the format of videoconferencing or self-recording.

6. Actors should make the most of their own clothes and dress at home.



SCENE LIMITS

1. Mass scenes should be avoided because the risk of infection is considered too high (for example: a nightclub scene / church meeting / political demonstration). It is recommended to replace them with small group scenes (for example: dinner).

2. If it is impossible to avoid a mass scene according to the director's creative plan, then together with the film crew and actors, no more than 50 people (TBC) can be on the stage at the same time. Strict security measures must be maintained, including:

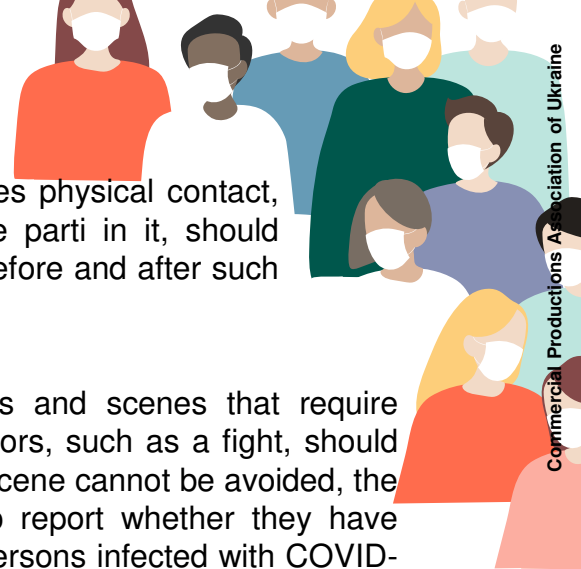
- survey of persons involved in contact with persons infected with COVID-19 during the last 14 days;
- wet cleaning before and after the shoot;
- airing rooms each 30 minutes while shooting of the scene;
- sanitary treatment of all surfaces;
- limited number of takes (up to 3);
- sanitary treatment of hands of participants of shootings

3. If the scene requires physical contact, the actors, which take parti in it, should disinfect their hands before and after such scenes.

4. Kisses, sex scenes and scenes that require active contact with actors, such as a fight, should be avoided. If such a scene cannot be avoided, the actors are required to report whether they have been in contact with persons infected with COVID-19 during the last 14 days. Additionally, actors involved in such scenes must pass a PCR test *. A limited number of takes (up to 3) is allowed.

* PCR test is carried out in a medical institution of the film studio manufacturer's choice. The test is organized by the film studio manufacturer. After passing the test and until the moment of removal, the actors are obliged to adhere to strict quarantine.

In case of unavailability of PCR tests in medical institutions, such shootings are either postponed or (in case of impossibility of postponement) are carried out only with the consent of the actors.



MEALS ON THE SET

General rules:

- all dishes (including lunch, sandwiches) are issued in closed individual packaging;
- all drinks should be in disposable containers (water, juice and under.);
- coffee, tea and other drinks are prepared at catering kitchen and distributed personally. In the absence of catering on the set, drinks are bottled by a responsible person in compliance with all hygiene rules;
- disposable cutlery and moisture antibacterial napkins are issued in individual packaging;
- the responsible person who works with food, should carefully follow hygiene rules.

Forbidden:

- eat at a distance of less than 1.5m from each other;
- organize open self-service buffets;
- have open containers with food or unpackaged products (fruits, nuts, etc.)



REMOTE SHOOT

Remote access

There are various ways to technically configure remote access. The most commonly used application is Q-take and video conferencing services.



Q-take provides continuous broadcast from the camera (or several cameras). Once logged in, it allows you anywhere in the world watch what usually is displayed on monitor while shooting in real time.

In parallel, video communication is established using available video conferencing services.

Additionally, video surveillance cameras can be installed for additional control over the filming process.

So, interested parties (client / agency / foreign co-producer, etc.) will be able to comfortably watch the filming process without going to the set.

REMOTE SHOOT

Communication

Communication requires formal procedures, discipline and, what most importantly, a dedicated moderator on the set to ensure constant contact with interested parties (client / agency / foreign co-producer etc.) - they included in process and give necessary comments on each shooting stage

The creative and the director in advance agree all details of the story, as well as ways to implement it. Trust is a key element in remote shooting.

Such ways of communications can be used in pre-production, when the physical presence of interested parties is required (for example: director, artist, agency, client at the fitting or during the callback).

