

Basic safety rules on the film set

Each of the people working on the film set is personally responsible for compliance with safety rules in order to reduce the risk of spreading coronavirus by:

1. resignation from work on the set in case of symptoms of an infectious disease;
2. frequent washing of hands with soap and water for a minimum of 30 seconds, and if this is not possible, hands should be disinfected with liquids / gels based on alcohol (min. 60%) secured in special stands after each entering the plan or into production rooms;
3. compliance with the rules of social distance (maintaining an appropriate distance - at least 2 m);
4. limiting physical contact (avoiding hugs, shaking hands, etc.);
5. consent to undergo daily temperature measurements, before each entering the plan (the permissible temperature is 37 degrees C; people with a temperature above 37 degrees C do not participate in the production);
6. the use of personal protective equipment, including absolute covering of the mouth and nose (these can be e.g. items of clothing, masks, visors), changed in accordance with the manufacturer's instructions. Persons appearing in front of the camera (actors, episodes and extras) and only directly in front of the camera are exempt from this obligation.

After use, disposable protective measures, such as masks and gloves, are thrown into a dustbin lined with a bag.

I. RULES OF WORK ON THE FILM SET

1. It is recommended to create a shooting regulations based on these guidelines and to oblige all those participating in the work to read it and follow the rules by signing the regulations. In addition, it is recommended that the regulations be an attachment to the contract with the producer.

2. Procedures should be made public, in a customary manner, to crew members before the commencement of shooting (e.g. by email), and available during production, and reminded each time before each working day. Agreements concluded with persons working on the plan should clearly oblige those persons and entities to comply with the recommendations.

It is recommended to collect a statement from all crew members and those participating in the shooting that they agree to work on the set and acknowledge and will fulfill all obligations related to the need to apply safety recommendations.

II. APPLICATION OF SAFETY PROCEDURES

It is recommended to specify the scope of obligations regarding the maintenance of security procedures. It depends on the size and specifics of production and the producer's decision whether it is necessary to create a separate coordinator position or whether it is enough to entrust the performance of such duties to one of the team members. Responsibility for sanitary safety shall be clearly defined and the coordinator shall have the capacity and means to enforce the recommendations. It is proposed that the coordinator provide information on how to secure the plan and any incidents related to its violation to the Plan Manager and the Production Manager. Information about the designated person should be given to persons participating in the undertaking along with their contact details.

It is proposed that the duties of the coordinator for sanitary safety include the following tasks:

1. taking care of compliance with the procedures by the entire team (maintaining social distance, wearing masks, disinfecting hands, organizing take-out food delivery, non-gathering etc. - details below);
2. taking care of distribution and replenishment of resources of disinfectant liquids and disposable personal protective equipment like masks for everyone present on the set;
3. enforcement of sanitary procedures in individual divisions (disinfection of props at the prop manager, camera equipment at the assistants, locations at the location manager, etc.);
4. monitoring the situation, patrolling the plan, proactive consultations with team members and indicating the area for disinfection;
5. following government safety guidelines and recommendations and adapting planned procedures to them as needed and in consultation with the plan manager and production manager;
6. communication with crew members regarding applicable procedures: during production briefings and through direct mailing;
7. keeping a list of people admitted to work on the set (after daily temperature measurement before being allowed to work);
8. Ensuring contact with medical services and the poviát sanitary and epidemiological station if necessary.

III. DETAILED RECOMMENDATIONS FOR THE SAFETY PROCEDURE

1. WORKING IN MASKS:

1) it is recommended that all crew members work in masks, provided that this does not prevent them from effectively performing their tasks and responsibilities (the obligation to cover, with the help of clothing or parts thereof, a mask, a visor, helmet or protective helmet referred to in art. 40 paragraph 1 of the Act of 20 June 1997 - Road Traffic Law, mouth and nose)

Exceptions include:

a) actors because of their characterization and hairstyles, in this case it is recommended that they keep a distance from other members of the film crew;

b) meal time,

- however, you should be especially careful and keep appropriate distance - at least 2 m from other crew members;

2) frequent disinfection of the hands of all crew members is required;

3) disposable gloves are not required except for people measuring temperature, serving meals and makeup artists;

4) the producer is obliged to provide masks to all team members and persons involved in the shooting, and to place hand disinfectants on the set in a public place and in places with special hygiene (i.e. make-up rooms, wardrobes, dining rooms), toilets, rooms actors / vacationers); fluids must be replenished regularly, easily accessible and clearly marked;

5) team members may use their own reusable masks, if this increases the comfort of their work, while maintaining hygiene principles in caring for the mask.

2. TEMPERATURE MEASUREMENT

1) temperature measurement is made daily and covers all persons taking part in a given shooting day - non-contact measurement is recommended, in the case of another method thermometers shall be disinfected after each use;

2) the temperature is measured by a designated person, the measurement is carried out in a mask and gloves;

3) temperature measurement takes place in a designated place, individually; it is recommended not to come to the set at the same time to prevent people from gathering before the temperature measurement point;

4) a person with signs of an infectious disease and for whom there is a reasonable suspicion of its occurrence may not be allowed to work on the set; everyone should be advised not to come to work in case of alarming symptoms, stay at home and seek medical advice;

5) it is recommended to create and implement a clear procedure enabling a team member who feels worse or recognizes his symptoms (including colds or flu) to quickly communicate to the designated person - coordinator.

3. KEEPING SOCIAL DISTANCE

It is recommended:

1) the analysis and, as a result, the maximum reduction in the number of people on the set, depending on the nature of the shooting day;

2) minimizing the representation of individual production divisions (e.g. costumes, makeup) - only necessary people are on the set;

3) placing the crew on the plan in such a way that no larger clusters are formed at a distance of not less than 1.5 m.

4. FILM SET ORGANIZATION:

It is recommended:

1. to create zones to move around the film set and properly mark team members with color codes according to their functions, to determine their range to minimize unnecessary, accidental contacts, e.g.

- red zone: film set;
- yellow zone: back-up of the film set in terms of viewing positions, sound, camera and space needed to set these positions at a safe distance;
- blue zone: "small catering", transports, technology, camp;
- and defining who can be in each of the zones, for example, the red zone includes: actors, director, 2nd director (1AD), operator, gaffer, sound operator, set designer, plan artist, stunt coordinator, medic. Such information should be included in the production regulations.

2. 3 zones are recommended for large plans, 2 zones for smaller plans;

3) a designated person / persons, e.g. plan manager or safety coordinator, is responsible for compliance with zone restrictions. All incidents related to zone violation should be reported in the manner specified in the part concerning the coordinator's tasks;

4) limiting the number of people at the main view to the necessary ones (e.g. director, script writer, camera operator) while maintaining an appropriate distance between them and organizing several smaller, portable monitors for other crew members (limiting to one person from the division);

5) increased level of security applied to actors (irreplaceable in the event of infection); all members of the team who come into contact with them should wear masks in their presence and disinfect their hands before direct contact; during the change of plans it is recommended that the actors leave the set;

6) an obligation on persons responsible for means of transport, make-up rooms, dressing rooms and for preparing and serving meals for ongoing special care for hygiene and disinfection;

7) during the shooting, the photographic objects should be protected against unauthorized persons;

8) when organizing the plan, account should be taken of the increased demand for the occupied area of the shooting facilities due to the need to maintain an increased distance between crew members, the need to introduce zones, external catering, an increased number of parking spaces due to the use of private cars, etc .;

9) it is required to comply with the current government guidelines regarding the admissible number of people in the assembly during the implementation of collective scenes with the participation of a crowded crowd (possible use of multiplication in post-production - see chapter - Extended security measures).

IV. IMPLEMENTATION BY PRODUCTION STAGES AND SEGMENTS

SPECIAL RECOMMENDATIONS FOR PREPRODUCTION

It is recommended:

1) during the preparations, maximum use of remote work, exchange of employees in the office and other production rooms on given days according to the prepared schedule, so that each member of the team knows who and when is available in person;

2) during documentation of shooting facilities and necessary production meetings, limiting the presence of people to heads of divisions;

3) if possible, conducting castings online;

4) if possible, replacing direct meetings of larger groups with teleconferences;

5) during scouting the location, if possible, using video calls, consisting of transmission of the image from the location to the rest of the crew, the person conducting scouting should be equipped with personal protective equipment (mask);

6) limiting the number of photographic documentation to the necessary minimum.

OFFICES AND OTHER ROOMS (LOCATIONS):

It is recommended:

1) regular ventilation of rooms - offices and spaces where shooting take place - both by opening windows and using mechanical fans - working on the constant basis;

2) disinfecting work surfaces and surfaces exposed to touch (e.g. door handles, window handles, desk tops, computer equipment, etc.) with a product containing a minimum of 60% alcohol; The list of Biocidal Products is available on the website of the Office for Registration of Medicinal Products, Medical Devices and Biocidal Products under the link: <http://bip.urpl.gov.pl/pl/biuletyniwykazy/produkty-biob%C3%B3jczy>

3) as needed, it is possible to disinfect selected places before and after pictures, at the request of the owner of the object (for example, as a condition of its rental).

V. EXTENDED SAFETY MEASURES

1. TRANSPORT:

It is recommended:

1) limiting the number of people on buses and cars to the extent that passengers cannot come into contact and comply with generally applicable rules of use the means of transport as to the number of passengers, as well as wearing masks when using transport; in the case of motor vehicles designed for the transport of more than 9 people, including the driver - a given vehicle or vehicle may transport, at the same time, no more than half of the seating places (§ 17 (1) point 2 of the Regulation); covering, with the help of clothing or parts thereof, a mask, a visor or a protective helmet, referred to in art. 40 clause 1 of the Act of 20 June 1997 - Road Traffic Law;

2) crew members restrict the use of public transport or accidental taxis for their own private means of transport or transport at the disposal of the plan manager; in the case of motor vehicles designed for the transport of more than 9 people, including the driver - a given vehicle or vehicle may transport, at the same time, no more than half of the seating positions (§ 17 (1) point 2 of the Regulation); cover, with the help of clothing or parts thereof, a mask, a visor or a protective helmet, as referred to in art. 40 clause 1 of the Act of 20 June 1997 - Road Traffic Law;

- 3) coordination of transports is required so that no congestion and assembly are formed when starting and ending the shooting day;
- 4) an additional safety measure may be the installation of a barrier separating the driver from the passengers;
- 5) leaving open windows as far as possible to allow ventilation;
- 6) assigning the driver to one means of transport;
- 7) it is recommended that buses / cars should be marked with the maximum number of passengers and a reminder to wear a mask (the obligation to cover, with the help of clothing or parts thereof, a mask, a visor or a protective helmet, referred to in Article 40 (1) 1 of the Act of 20 June 1997 - Road Traffic Law (mouth and nose), e.g. a graphic sign;
- 8) it is recommended to allow pedestrians to move between the camp and the shooting set for willing crew members (instead of transport, if the distance allows it) - on foot - at the same time people can be moved at a distance of not less than 2 m from each other.

2. MAKEUP

It is recommended:

- 1) performing work with gloves and masks (the obligation to cover, with the help of clothing or parts thereof, a mask, mask, helmet or protective helmet, referred to in Article 40 (1) of the Act of 20 June 1997 - Law on traffic (mouth and nose) whenever possible;
- 2) mandatory hand washing or disinfection before and after make-up / combing sessions for the make-up artist and the make-up person;
- 3) providing a separate space for the characterization of individual actors;
- 4) preparation of personal makeup kits for individual actors;
- 5) if it is possible, actors / extras can bring their own cosmetics on the set or make-up themselves before arriving on the set;
- 6) putting on the face and mouth mask by a person characterized by eye make-up and combing
- 7) plastic visors protecting the whole face may be an alternative to masks for make-up artists;
- 8) plastic protective visors are also recommended for actors if it is necessary to increase safety measures and the use of a mask is impossible;

9) close cooperation is required between the make-up division and actors and extras to achieve the intended effects while complying with procedures.

To the extent not regulated in these guidelines, the guidelines relating to the hair and beauty salon should be applied appropriately depending on the services rendered to the extent that the nature of the activities carried out allows their application. [1]

3. COSTUMES

It is recommended:

- 1) during the pre-production period, shopping and rental of costumes should be precisely planned to reduce the time spent in the store / rental / warehouse;
- 2) during the pre-production period, taking pictures of fittings by one person;
- 3) that only the costume division has contact with the costumes while working on the set (moving, pulling out of covers, etc.);
- 4) storing acting costumes in individual covers, washing and ironing at appropriate temperatures;
- 5) disinfecting jewelry and glasses after each use;
- 6) it is required to provide a space enabling actors / actresses / extras to dress up while maintaining an appropriate distance;
- 7) hand washing and disinfection required before and after the styling session for the costume designer and the person wearing the costume;
- 8) if possible, actors / extras should opt out of assistance in dressing costumes;
- 9) close cooperation between the costume division and actors / extras is required in order to achieve the intended effects while complying with procedures;

4. PROPS

It is recommended:

- 1) disinfection of the playing props and actor's personal ones after each use and secure storage of props between shots;

2) close cooperation between the prop manager and the actor and responding to his requirements in this respect.

5. TECHNICAL EQUIPMENT

It is recommended:

1) maximum shortening of the path of equipment and stage equipment from the place of rent or acquisition to the plan - without intermediaries, without accidental helpers and means of transport;

2) disinfecting equipment before the shooting (commitment of the rental company);

3) daily disinfection of equipment by a camera assistant;

4) if necessary, periodic disinfection is recommended using special means, e.g. at weekly intervals or after using equipment in facilities with increased risk;

5) no equipment rotation between different plans at the same time, if this is not possible, the equipment should be each time disinfected (commitment of the rental company);

7) ongoing disinfection of equipment for "personal use", e.g. microports, but also personal equipment used on the set: telephones, laptops - at the discretion of their users;

8) using walkie-talkies: it is recommended to switch to the system assigning the equipment to the person at the beginning of the shooting and return after their completion, only batteries are replaced during the process; disinfection after the end of the shooting day is the responsibility of the users.

6. SOUND

It is recommended:

1) using microphones on distance poles;

2) daily disinfection of microports, transmitters, boom at the discretion of equipment operators at least twice a day or after each change of actor / actress;

3) applying the principles of cooperation with actors analogous to the one in the makeup division.

7. CATERING

It is recommended that whenever possible, each crew member uses their bottle / thermos on the set, which they will refill and their own cutlery set;

1) dinner meals (so-called "large catering")

- a) changing the system of dispensing food from internal to external (catering bus available only for service, eating meals takes place outside or in a tent depending on the weather),
- b) organizing a place to eat meals while maintaining appropriate distances between consumers,
- c) serving meals in the form of single portions,
- d) organizing the system of earlier ordering meals for a given day by team members, e.g. via SMS (personal portions),
- e) it is required that the serving staff wear disposable gloves and masks,
- f) if conditions permit, organizing meals in smaller groups at specific intervals to reduce compaction,
- g) resignation from eating breakfast on set - breakfast should be eaten in the place of overnight stay of the crew member (home / hotel),
- h) using disposable cutlery packed in sets (like on an airplane) e.g. biodegradable to reduce plastic consumption,
- i) optionally, crew members can be encouraged to bring their own food and consume in their own car;

2) drinks and snacks (so-called "small catering")

It is recommended:

- a) resignation from the buffet and any snacks, only separately packed snacks / portions may be available,
- b) resignation from any water dispensers or coffee machines that require individual operation by pressing the buttons by many people,
- c) "small catering" service by one dedicated person,
- d) in the rules of preparing and serving food on the set, you should follow the government's instructions in this regard.

To the extent not covered in these guidelines, guidelines relating to catering services should be properly applied to the extent that the nature of the activities carried out allows their application. [2]

9. DETAILED RECOMMENDATIONS FOR POST-PRODUCTION:

It is recommended:

- 1) remote editing in the home conditions of the editor

with material safety procedures;

2) minimizing accidental contacts in post-production companies;

3) if possible, communication via teleconference using communication programs such as Zoom, Skype, Messenger, etc. enabling calls in video mode.

VI. COMMUNICATION

1. An important aspect is taking care of team morale, developing appropriate habits and convincing the participants of the film set that everyone individually bears responsibility for the shared safety of all those present on the film set and their families - compliance with the recommendations affects:

a) personal safety,

b) stability of employment (the need for quarantine if a virus is detected in the crew may suspend the shooting set).

2. It is important that all team members (regardless of position) understand that they must undergo a new procedure and follow the recommendations. It is pointless to compare new requirements to old customs and rituals.

3. It is important to create a working atmosphere so that people who recognize their symptoms (even mild, including colds or flu) have no doubt that they should refrain from coming to the set.

4. The developed guidelines should be published additionally on the website of the Polish Film Institute. An important aspect of the guidelines is their constant updating, therefore, to maintain order, it is recommended to publish subsequent updated versions of the document (each marked with a date) only on these two sites with the simultaneous wide distribution of links to these pages.

5. It is also important for team members to return feedback to the security coordinator - for example, providing an email address with incentives to report any comments or improvements under the new procedures.

6. Development and distribution on a daily basis among heads of divisions the risk assessment of tasks and activities planned for a given day may be helpful.

VII. EXTENDED SAFETY MEASURES

It is worth noting that while working on the plan it may be necessary to reach for extended security measures, examples of which are listed below. It should be remembered that the

decision to use them is the responsibility of the producer and should depend on the circumstances, especially if they generate costs and affect the production process. The use of additional devices requires instructions for their safe use on the set and awareness of possible side effects (possible allergies, interference with electronic equipment, discoloration, degradation of elements),

1. disinfection by ozonation and washing with disinfectant products - requires hiring a specialist company and adjusting the method to the selected room / space;
2. use of UV-C germicidal lamps for sterilization: this applies above all to the surface that should be exposed for at least eight hours continuously (possible use for stage design, props, costumes);
3. in the absence of the possibility of implementing group scenes with a crowd, using special effects (multiplication) in post-production, isolating actors from group scenes with a large number of extras for shots on the greenscreen.