

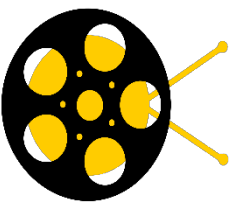


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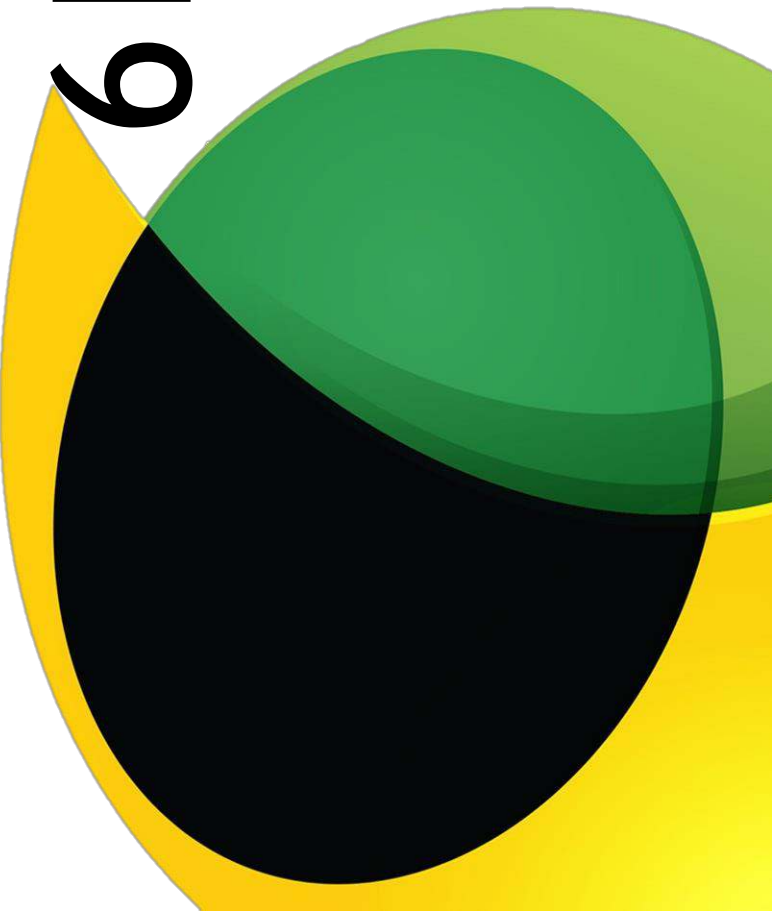
# POST COVID-19

# SAFE RETURN TO SET

Guidelines and Protocols for the Screen-Based Industries in Jamaica



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## MESSAGE FROM THE FILM COMMISSIONER



Now that the COVID-19 related emergency protocols issued by the Government of Jamaica (GoJ) are being lifted, full-scale film production on our beautiful island will resume, and we will continue to contribute to national economic growth and to the cultural aesthetic landscape. The health and safety of Jamaicans and international guest productions is a top priority of Film Jamaica and all our partners in the Jamaican screen-based industry. This document outlines national guidelines and international industry best practices for establishing technical and organizational measures for contagion prevention as we safely get back to work on screen-based production.<sup>1</sup>

These guidelines were created collaboratively with the Jamaican Film and Television Association (JAFTA). We thank the Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA), the Ministry of Culture, Gender, Entertainment and Sport (MCGES), and the Ministry of Health (MOH) for their continued support and leadership. We acknowledge the contribution of the Association of Film Commissioners International (AFCI), the European Film Commissioners Network (EUFNC) and partner international Film Commissions which have allowed us to ensure adherence to international best practice. The 'Clean and Healthy Production Sets' recommendations incorporated from the Film Florida Entertainment Association are also noted.

The guidelines are by no means exhaustive, and may be updated at any time. There may also be changes expected in the allowable location permits, and other regulations which may impact your production. Be sure to consult your local officials to ensure you are following any other mandates.

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<sup>1</sup> Please note that the provided guidelines and recommendations are not a substitute for any mandatory or recommended practices issued by the Government of Jamaica (GoJ) through the Ministry of Health and otherwise, and all GOJ directives or orders must be followed.

Each film set is different, and we encourage all individuals to take personal responsibility and take an active role in maintaining a clean and healthy set. The nature of filmmaking, as we all know, requires groups of professionals collaborating closely for long periods at a time. On set, we become a film family. These conditions, while necessary for production, undoubtedly increase the risk of contagion for viral spread. While these guidelines are not mandatory for the issuing of your film permits, we strongly urge all productions – local and international - to have these measures considered and implemented. Follow the risk assessment method, then determine the technical and organizational measures which work for your production.

Do not hesitate to reach out to the Film Commission or our national industry association, JAFTA, and the MOH with any questions and concerns. We're here to help, and to get you back to doing what you love and how you earn – as soon as is safely possible.

We got this. Aaaaaaand ACTION!



Renee Robinson, Film Commissioner of Jamaica

## GENERAL RECOMMENDATIONS AND BASIC SAFETY RULES

### Types of Productions

- Micro - 2 to 10 persons
- Small - 11 to 20 persons
- Medium – 21 to 40 persons
- Large - 41 + persons

At least 14 days prior to shooting, producers for all productions must prepare and provide cast and crew with a **Contingency Plan or General Protocol** on Occupational Safety and Health on COVID-19, which will include the specific preventive and protective measures for each specific space and job, taking into account the psychophysical and health conditions and the number of people who occupy them and which take into account the applicable sections of these recommended guidelines. It should also take into account the relevant shooting period and type of production. Longer and larger productions will need to ensure that regular monitoring and implementation are incorporated into their protocols and guidelines, especially if testing can be accessed and adequate provisions for isolation of cast and crew where necessary.

The **Contingency Plan or General Protocol** on Occupational Safety and Health on COVID-19 should be pragmatic, simple and clear. It will be subject to constant monitoring and revision based on the evolution of the disease and the guidelines determined by health authorities at all times. The contingency plan should be prepared and be made available, according to the recommendations of the GOJ, for immediate action if there is a suspicion or a positive COVID-19 case detected. Such persons must be immediately isolated, whether by self or otherwise and must not be permitted to rejoin set or production activities until a medical professional confirms that they are not a risk to themselves or other persons. Persons who may have come into contact with any such possible infected persons must be required to self-isolate for a period of 14-days.

This contingency plan should be made known in advance, preferably by digital means, to all involved in production / filming. This plan must be adapted to the characteristics of the project (filming location, size of the team, facilities, etc.) and must be shared with the service providers that



access the location of the filming, and include, whenever possible, protocols that already exist in the make-up and wardrobe teams. This contingency plan must be a document containing all the preventive measures and immediate action measures to be applied if symptoms are detected.

### **The creation and implementation of this plan is the responsibility of the producing company.**

In particular for Medium and Large productions, the Contingency Plans or General Occupational Safety and Health document must be made available to and accepted by the relevant government authorities prior to the commencement of production.

### **Responsibilities of the Individual Cast/Crew Member**

- Adhere to the health and safety procedures provided by the Production
- Wash your hands well and often. If soap and water are not available, use alcohol-based hand sanitizer or sanitizing wipes. Hand sanitizers must have at least 62%-70% alcohol
- Cover your mouth *and* nose with a tissue or sleeve when coughing or sneezing and discard used tissue into proper receptacles, preferably but not limited to those with a step lid function.
- Avoid touching eyes, nose, and or mouth; and disinfect with frequently touched unwashed hands objects and surfaces.
- Self-monitor for signs or symptoms of illness and report if you are feeling ill.
- Eliminate handshakes, hugs, kisses, and any other personal physical contact
- Do not use other people's phones or personal work tools, which includes but is not limited to head-sets and walkie-talkies.
- Maintain social distancing of no less than 6 feet
- Wear Personal Protective Equipment (PPE) eg. masks or face shields and gloves on set at all times, and follow use and discarding policies.
- Drivers, make-up, wardrobe, craft services and any other high-contact department **MUST** use PPE at all times, and are responsible to sanitize and disinfect tools and environments that have a high turnaround of people and which falls under their department. Eg drivers (disinfect vehicles, make-up disinfect your MUA area and MUA tools or use disposable ones)
- **IF YOU ARE SICK, STAY AT HOME AND ADVISE PRODUCTION IMMEDIATELY!**



## Responsibilities of the Production Company

- All Medium and Large on-set productions must have an on-staff registered medical officer from call to wrap, who are responsible to ensure health and safety practices are adhered to and to report any concerns to production.
- All Micro and Small on-set productions MUST have one person (who does not necessarily have to be a medical practitioner but someone who is informed by production and aware of the protocol to be followed) specifically and solely assigned to ensuring that the health and safety practices issued by Production and the GOJ are adhered to and to report any concerns to the relevant member of the production team.
- Wherever possible, all meetings and means of communication to and between cast and crew should done remotely and/or electronically.
- Hold daily safety meetings and incorporate pertinent COVID-19 considerations and GOJ directives and guidelines into those meetings.
- Supply health and safety information and procedures to all cast and crew members in written form. This should be done electronically and can also be incorporated in the daily Call Sheet and/or posts in common areas.
- Assign at least one on-set Production Assistant (PA) to sterilization duties, and provide PA with alcohol spray, wipes and hand gel to clean and supply. They also will ongoingly clean areas, surfaces, and control where cast and crew have interacted as frequently as productions allows. Industry best practice recommends 1 assigned PA per every 25 persons on location. Eg: A 25-person set will require 1 medical officer and 1 dedicated PA. Between 25-50 persons will require 1 medical officer and 2 dedicated PAs.
- Consider assigning one individual per department to be responsible for monitoring procedures of that work team.
- Identify who may effectively be able to work from home for prep, shoot, wrap.
- Limit number of people in all areas to essential personnel only and where applicable and possible, have one department at a time in a work area. Producers must give explicit approval for any non-production personnel on location. Productions can apply a colour-coded system for essential persons to access areas. Once production starts, take all necessary steps to make production efficient and result in less standing around/congregating time.
- Make 6-foot distance markings on the floor in environments where people need to line up.
- Make available all required PPE such as masks, gloves, hand sanitizers with at least 62%-70% alcohol etc. Industry best practice recommends at least 4 masks and 4 pairs of gloves per day per crew member over a 12-hour shoot day.
- Determine a protocol for issuing and discarding of PPEs
- Provide hand sanitizing stations and/or hand-washing stations throughout set area.

- Ensure frequent cleaning of contact surfaces that are used by production, this includes: set walls, door handles, surfaces, bathroom fixtures, and any equipment and props. Production will establish a procedure for keeping and the disposal of all used cleaning material and PPE. Micro and Small productions are recommended to prevent contact with surfaces if they do not wish to be responsible for the sanitizing of same.
- Ensure proper waste management is adhered to. Disposable face masks, gloves, etc. must be treated as hazardous waste, put into solid plastic bags and to be handled with protective gloves and then disposed of. When fabric face masks are used, the crew members must have sealable plastic bags and boil them for sterilization purposes. Alternatively for fabric face masks, they can be washed with soap and water for reuse.
- Where applicable and especially for Medium and Large sets, consider sequestering cast and crew in specific spaces to control the environment and avoid bringing illness to and from set.
- Cast and crew should either be provided with or bring alternative clothes for their work on set and should change out of any set or work clothing to leave the set.
- All equipment should be wiped down upon arrival and before departure each day
- Vulnerable persons or groups (i.e. 65 years and over, pregnant women, or persons having previous or underlying medical conditions (such as high blood pressure, cardiovascular disease, diabetes etc) must not be permitted on set.
- Persons who do not adhere to the relevant health practices and recommended procedures or who exhibit signs of mild or severe illness must not be permitted on set.
- Crowd or interaction scenes where social distancing cannot be effectively managed to a satisfactory degree should not be permitted as the risk of contagion will be too high
- Where possible, remote viewing capabilities must be effected. No filming in public spaces without express approval from the relevant government authority and based on MOH guidelines.
- Tier arrivals and entry to set and stagger call times so that each department is given access at timed intervals to prevent crowding on arrival to set. Ensure that the relevant checklist and/or guidelines are sent to cast and crew in advance so that they can prepare accordingly and provide any relevant information

### Responsibilities of On-Set Medical Officers and/or Production Representatives

- Ensure that cast and crew complete health questionnaires or interviews to determine if someone could have been exposed to illness recently, prior to arrival on set.
- Take and track temperatures of all cast and crew members at the beginning of each day. A chart should be kept to monitor changes in cast and crew temperature.
- Observe for adherence to health and safety procedures while on-set
- Report any concerns directly and confidentially to the Producer or his or her designated on-set representative.
- Frequently clean and disinfect surfaces, equipment, and other elements of their work environment using alcohol-based sanitizing wipes.
- Only the designated medical officer or the designated production representative (for Micro and Small Sets) should be permitted to use such equipment.
- Note that a dry cough, fever, muscle pain and sore throat are considered to be symptoms of COVID-19 but that the majority of persons infected are asymptomatic (i.e. do not exhibit any symptoms) and therefore it is critical that all GOJ recommended health practices and guidelines be followed.

## PRODUCTION GUIDELINES

### Development and Pre-Production

#### Creative / Development

- Creative should take infection control into consideration when writing the script so it can be safely accomplished by production companies, crews, and actors.
- It is best if large crowd scenes where social distancing cannot be upheld, are avoided if possible. If not, shooting time with large extra scenes should be minimized with second and third cameras with an expedited shooting schedule.
- Digital solutions where possible should be used for compositing layers of persons to avoiding a single large crowd scene. We further suggest the use of background avatars and crowd duplication to minimize the number of extras on set if possible.
- As always, where necessary allocate the appropriate time, communicate and remote and other work during pre-production that will minimize the time spent for production and will maximize the efficiency of the overall production. eg. Set Dressing, Construction and Pre-lighting should not be done during the production period

#### Setting Up Your Production Office

- Limit the Production Office to essential personnel only, and always in adherence to the national congregation limits. Do as much paperwork offsite as possible.
- Consider utilizing larger tents with portable A/C in lieu of trailers/motorhomes. Keep windows and doors open to increase ventilation.
- Avoid having more than 5 people in enclosed trailers or spaces at one time.
- Deliveries should be handled outside of the office and wiped down/sprayed with sanitizing solution.
- Place sanitizing wipes at printer station if there is a community printer/copier.
- Continuously disinfect high-tough areas like doorknobs, remote controls, light switches, phones, etc

- As much as possible, use digital forms, contactless and electronic payments, department-specific credit cards, and email to transfer documents. Be very mindful with handling paper, mail, packages, etc. Incorporate e-signature provisions into contracts that can apply until or in lieu of original signatures where necessary
- Plan for and allow more ample time for preproduction and your total project taking into consideration the areas where time and budget will need to be adjusted for safe

#### Insurance

- Large production should have suitable insurance in place to protect its cast and crew from any liability in the event of any failure to implement proper health and safety standards on set

#### Posting Health and Safety Information

- Information regarding the risk(s) of spreading COVID-19, and what behaviours and protocols are expected from everyone on set should be prominent and visible in common areas.
- Where possible this information must also be communicated to all cast and crew electronically.

#### Staffing / Crewing Up

- Anticipate inefficiencies due to new procedures
- When possible, call times should be staggered to avoid large groups converging on a single area at one time.
- Build in time for one department to “step in, step out” at a time.
- Consider whether a prep or pre-light day will be required to lessen the amount of crew on shoot day.
- Be prepared with back up crew in case of illness during filming.

#### Medical Personnel

- Consider establishing a new dedicated role on the team with as an Infection Prevention Compliance Supervisor (IPCS). This new role should have the authority to intervene when necessary to ensure the safest known practices are maintained throughout the day in every department. This role reports to the Producer.



- This role will enforce guidelines across all departments in addition to taking actions that support infection prevention. This role ideally should be undertaken by a health professional or someone with experience in the health industry. Do the best you can here – this is a new industry best practice, with little precedent
- The IPCS should participate in pre-production to help Production Companies prepare appropriately.
- A log should be maintained (for at least 30 days) of all people who will be on set and their daily temperatures.

#### Personal Protective Equipment

- All cast and crew must use PPE while on set, with the exception of actors while on-camera
- Determine which PPE you will use, and establish a system for the issuing, exchange and control of the use of PPE.
- Face masks and Gloves: 4 masks / gloves per 1 crew member per day over the 12-hour long shoot day.

#### Personal Disinfection

- Determine which measures you will use, and establish a system for dispensing, replacing and controlling use.
  - Personal disinfection - crew members should carry pocket disinfectant wipes or a 30 ml bottle of personal disinfectant so they don't have to leave during filming to disinfectant their hands
  - Sanitization Stations - stations with hand disinfectant gel and/or hand washing facilities need to be placed near the facilities, catering and directly on the set.
  - Disinfection of objects - when filming in a public space (if officially permitted) in the city and in a place with a high concentration of people, it's recommended to consider space disinfection by spraying (especially for large productions).
  - Filming in vehicles etc. - Production should provide the disinfection of all vehicles, as well as the production should secure disinfection of the fleet that carries the crew and actors.
  - Workspace disinfection – hair, makeup, wardrobe, and drivers should disinfect their working environments in between uses from high-traffic cast and crew

### Testing

- It is recommended to have all cast and crew prove their state of health with a negative COVID-19 test at most 3 days before the start of principal photography, and maintain responsible quarantine. Where however the GOJ does not have the resources to make such tests available and accessible in particular for locally-produced testing, then it is recommended that all local cast and crew self-isolate at least 14 days prior to commencement of principal photography.
- It is within the authority of the production manager or the dedicated set medic to require and enforce that test results be produced and/or expel a cast/crew member from set.

### Location / Tech Scout / Reconnaissance

- Scouting should be done virtually as much as possible, and as early as possible.
- Digitally distribute tech scout packets.
- Give consideration to size and space when deciding among location options to ensure that the location can facilitate social distance if used during production.
- Carefully consider the number of locations that get director scouted in-person.
- Self-drive when possible. If carpooling, everyone should be in masks, gloves, etc.
- Consider renting multiple vehicles to allow distance between seats.
- Where in-person location scouting cannot be done remotely, on-site location scouting should be limited to the strict minimum and preferably no more than three (3) persons all wearing a mask should be present.
- While at location, have as much conversation outside as possible.
- Try to maximize space and air flow when designating spaces for a shoot.
- Drivers should wipe down inside vans (seats, handles, etc.) inside and out every time people exit the vehicle.
- Where approval to film in public spaces is permitted by the relevant authorities of GOJ such filming must be limited as much as possible to relatively unused or low-traffic areas, and the impact of such filming must be limited, including but not limited to reducing the number of parked vehicles, planning the scenes to reduce the amount of equipment on sidewalks or road. A safety perimeter shall be clearly defined to allow any possible passers-by to avoid contact with the site, the vehicles and the equipment and with cast and crew.



## Casting

- Where possible, casting and call backs should be done remotely via Facetime, Zoom, Skype, etc. with live broadcast capabilities.
- Schedule in-person auditions and call backs further apart and require social distancing.
- If distributing hard copy scripts/sides, dispose of paper after each reading. Have a bin at the exit so the user of the paper can discard it themselves. Email scripts and excerpts in advance and allow the performer to print/bring their own copy but recommend that, where possible, they bring and read from their personal device (eg. Phone, tablet)
- Eliminate “open calls” and give everyone assigned time-slot window to arrive.
- Encourage actors to wait in their cars or in a separate designated area, not in the waiting area of the casting facility. Have actors check in from outside using their cell phone.
- One dedicated casting or production assistant should sign all performers in and out.
- During in-person group auditions, actors can wear clear face shields and gloves, or maintain social distancing.
- When casting of families, consider using real families when possible so physical contact is kept within an existing family unit.
- Identify wardrobe specs in the breakdowns to increase the likelihood the actor brings something that can be worn on the shoot.

## **Production / On-Set**

### International Arrivals

- Internationals arrivals must adhere to the national guidelines and regulations, which may include in-airport testing and mandatory 14-day quarantine upon arrival. There are no exceptions! Please contact the Jamaica Film Commission for updated international protocols.
- Upon being released from passport control and exiting the airport restricted zone, internationals should be met by production company personnel and a dedicated driver who must follow PPE guidelines within the vehicle.
- Productions may require international arrivals to sign a declaration that states that said individual is not aware of any illness or infection and has had no known contact with persons infected by Covid-19. It is suggested that all internationals take a Covid-19 test before traveling.

- The production company is encouraged to maintain temperature and contact tracing data on international arrivals for the first 14 days in-island. The production company should make best efforts to minimize contact during this time.
- All internationals must abide by the on-set health and safety protocols provided by the production company and the on-set medical officer – including temperature checks and mandatory PPE.
- Accommodations for internationals should be in hotels which are exercising Covid-19 procedures or individual apartments that must be completely disinfected before the international occupies it. The production can determine if this cost is to be borne by the production or by the host/renter.
- It will be the responsibility of the international actor, producer, director or key crew person to minimize contacts and mitigate risk of contagion after working hours and days off by limiting contact to family minimizing outside social contacts during the production period. National regulations for international arrivals must be followed at all times.

### Local Cast and Crew

#### *Actors*

- All deal memos and contracts should reflect the production company's position on the necessity to request testing for Covid-19, and the understanding that said crew member will be required to adhere to all Covid-19 rules and mandates outlined in this document and any other national updates that may be mandated.
- Upon arrival on set, the medical officer or designated representative must check cast and crew temperature with a contactless thermometer and verify that there are no Covid-19 symptoms.
- Actors or Stunt performers must wear a face mask and gloves during periods where they are not in front of camera.
- Consider a temporary clear barrier between actors while establishing marks and positions and remove at the last moment.
- For intimate scenes, talent must test negative for the virus and provide results to the medical officer.
- It will be the responsibility of the individual to minimize contacts and mitigate risk of contagion after working hours and days off by limiting contact to family and minimizing outside social contacts during the production period.

## Crew

- All deal memos and contracts should reflect the production companies' position on the necessity to request testing for Covid-19 and the understanding that said crew member will be required to adhere to all Covid-19 rules and mandates outlined in this document and any other national updates that may be mandated.
- Upon arrival on set, the medical officer must check cast and crew temperature with a contactless thermometer and verify that there are no Covid-19 symptoms.
- Production Nurse, doctor and/or representative must maintain a list of all crew members and monitor daily temperature checks
- All crew members will be required to wear a face mask and gloves provided by the production company or an approved one of their own.
- Make-up artist, hairstylists, SPFX make-up artists, wardrobe and Sound recordists will be the only crew persons to have direct physical contact with Actors, Stunt persons and Extras. All other crew persons, above and below the line must practice social distancing from all persons working in front of the camera at all times.
- It will be the responsibility of the crew person to minimize contacts and mitigate risk of contagion after work hours and days off by limiting contact to family, minimizing outside social contacts during the production period.

## Extras:

- The presence of extras should be avoided as much as possible and if absolutely necessary must be kept to a minimum.
- Production should book extras far in advance of shooting period. Extras must be available for the entire shooting period.
- While on set, all extras will be required to wear masks and gloves between takes when they are not on camera.
- Holding areas must be as far away as reasonable from crew and actors, and space needs to be large enough to allow for social distancing.
- Tables and chairs in the holding areas should have non-porous surfaces that are easy to wipe / disinfect eg: metal, plastic, non-fabric
- All extras temperatures must be checked before going on set by set medic
- If there are more than 25 extras on a particular day, the production must bring in an additional medical officer for the day to check extras temperatures with a contactless thermometer and conduct other health protocols.
- Production should make efforts to minimize the number of the extras hired and use digital solutions whenever possible to augment crowd scenes minimizing the number of extras on set.

- Carefully consider the number of extras required. If a minimal number of extras are needed, it is suggested to use crew members as extras to minimize additional persons on set.
- Extras should be shot and dressed in such a way to allow them to play in various scenes during their weekly schedule thus minimizing the contact with additional extras on set and additional testing.
- Provide one pen for each extra to sign paperwork and instruct them to not share, or have paperwork completed and submitted before on-set arrival.
- It will be the responsibility of any extra to minimize contacts and mitigate risk of contagion after work hours and days off by limiting contact to family, minimizing outside social contacts during production period they are scheduled to work.

#### *Minors*

- Working with persons under the age of 18 should be considered on a case-by-case basis and is not encouraged unless absolutely necessary.
- Be sure to have PPE that fits the minors.
- No make-up unless absolutely necessary
- There must be a designated crew member or representative responsible for supervising minors on set at all times and to ensuring that they, among other things, are properly following health protocols for their protection and that of others. One person shall be assigned to every three (3) minors.

#### Animals

- No animals should be used on set during the pandemic period.

#### On-Set Medical Personnel

- Medical personnel should take temperatures/check medical credentials/approvals.
- Medical personnel should patrol the set and proactively consult with personnel.
- Medical personnel should visually monitor cast and crew for those that look ill.

- Medical personnel report to the producer, who will be ultimately responsible for expelling any sick cast or crew from the set, and inform the necessary health authorities if applicable.
- Establish a dedicated check-in area for the medical officer to receive/verify their safety equipment for the shoot day, fill out a check-in form (temperature, symptoms in the last 14 days, travel, etc..) and a waiver/signed statement from the production companies if applicable.
- Industry best practice recommends obtaining a signed statement or waiver from talent and crew. Only medical personnel are authorized to ask individuals about their specific health condition(s).

#### Production Coordination

- Take into account space needed to ensure social distancing is possible in holding areas and catering/craft locations. It is advisable to give priority to portable chairs of a non-porous material, over built in place benches.
- Where possible, key crew, principal actors, and other professions that are difficult to replace should be separated from the rest of the crew (eg. they should have their own costume room, facilities, make-up room, catering area etc.)
- Each department should individually set up their filming area and leave sequentially, so as not to cross contaminate personnel crew.
- Chairs and tables in all areas should have easy-to-clean, non-porous surfaces such as plastic or metal.
- Set up transhipment points dedicated to individual suppliers outside the set, with the possibility of disinfecting any transported material. Any incoming subcontractors or daily service providers should undergo temperature measurement upon arrival and wear PPE if they are temporarily on set.
- Call times should be staggered so that each department is given access at timed intervals, to prevent crowding upon arrival to set. Limit set access to essential personnel only.

#### Catering and Craft Service

- Buffet service is not allowed
- Catering should be distributed in a single-serve take-away fashion, so that social distancing rules can be adhered to. It is important to ensure that crew members have enough space when eating to follow rules of social distancing (including refreshments during the day.)
- Craft service snacks must be pre-packaged, individually wrapped or previously unopened and single-serve



- All utensils must be individually wrapped and single serve
- ALL drinks must be in single serving containers (bottles, cans, etc.). Community drink dispensers should not be used
- Craft services should have capability to refill an individual's reusable water bottle brought to set without contact between refill source and bottle.
- Eliminate any self-service snacks, fruit bowls, trays of chips, crackers, pretzels and other snacks previously served in a shared 'family-style' manner.
- No food is to be prepared on-site. All food must arrive pre-packed to set.
- Hand washing stations should be present, and everyone must wash their hands before entering the craft services area. Craft services table should include hand sanitizer and/or sanitizing wipes.
- Seating should adhere to 6-foot rule. Order more tables or encourage crew to eat in their own vehicles.
- Allow cast and crew to bring their own food and/or eat in their car.
- In productions with crews larger than 50 people, a dedicated PA should be assigned to the craft and lunch area to sterilize and clean the area ongoingly.
- Productions should stagger crew members lunch schedule to minimize the number of persons eating in one area at the same time.
- Specific crew groups, such as actors, grip, electrical, camera, sound, make-up and wardrobe should eat lunch in a particular areas staying within their work group.
- If possible, all actors, director and producers should eat alone in their individual room or trailer
- All catering personnel preparing food must have masks and gloves on at all times.
- It will be the responsibility of any Catering or Craft service person to minimize contacts and mitigate risk of contagion after working hours and days off by limiting contact to family minimizing outside social contacts during production period.

#### Locations Department

- During pre-production scouting, potential locations must be treated as if they are potentially infected (unless they were disinfected ahead of the scout) and the crew must use Personnel Protection Equipment (PPE) when scouting site.
- During filming it is important to ensure a consistent lock-up to prevent any unauthorized persons from entering shooting location.

- Disinfection of objects and fixtures on said location is critical. When filming in a public space and/or a location with a high concentration of people, it's recommended to consider disinfection by spraying if possible.
- Sanitize locations thoroughly before and after use.
- Choose disinfectants carefully in order to avoid damage.
- Permit applications should go in as early as possible in case of new regulations. Consider permitting backup locations in the event that a location pulls out or otherwise becomes unavailable.
- Provide alternative lodging to house occupants for the duration of the shoot, including pets.
- Increase space for social distancing during lunch.
- Provide sensor-activated soap dispensers, hand dryers, etc. to locations when available.
- Provide washing stations when there is no access to running water.
- Have one individual put up and take down all location signs.
- Limit sets to essential personnel only, avoid additional visitors when possible.
- If the scene is being filmed in a small space (less than 76 ft) only essential crew should be allowed: Camera Operator, Focus Puller (although remote may be an option), Sound recordist, etc.
- Production companies must provide remote viewing capabilities for all other people (script supervisor included).
- Appropriate Personal Protective Equipment (PPE) should be provided (i.e., masks, gloves, etc.) in all locations where people are present.
- Location scouts and managers will need additional time to secure locations, and will be responsible for discussing the Production Company's safety and infection prevention playbook with the location owners. A location owner may request an "On-Site Manager" (possibly a member of their family, friend or health official) to be present for the entirety of filming at the location.
- Likewise, for wrapping a location, there will need to be time to clean and disinfect a location properly before turning it over to the owners. This will likely take more time and budget than usual.

### Ventilation

- To minimize the risk of infection due to aerosol particles, prioritize ventilation of all interior spaces either by means of open windows or mechanical ventilation.



### Transportation Department

- Limit number of people in a passenger vehicle to half the number of the usual capacity of the vehicle
- Drivers should wipe down inside vans (seats, handles, etc.) inside and out every time people exit the vehicle.
- Add signage to van exterior identifying maximum capacity.
- Require people to wear masks in vehicles.
- Keep windows down when possible to promote ventilation.
- Ensure one driver is assigned to one vehicle for the duration of the shoot
- If needing to transport multiple people, consider small buses.
- Plan for multiple trips considering the limited capacity per vehicle

### Art Department

- As much as possible use easy to clean items. Keep in mind porous materials are not as easy to clean as other material.
- Ask owner of the location to reduce personal items until after wrap.
- Make decisions on the tech scout, get approvals as early as possible.
- Combine prep and strike days with location cleaning requirements.
- Allow the appropriate amount of time to achieve pickups and drop-offs.
- Make decisions on the tech scout and get approvals from the Agency / Client as early as possible.
- Allow for time to switch out and sanitize props when necessary.
- Coordinate between Art and Wardrobe departments regarding the handling of jewellery, bags, etc.

### Hair and Make-Up

- PPE must be worn for the duration of person-to-person contact.
- Full face shield or the appropriate type of face mask designated by the MOH should be worn by the Make-up Artist or Hair Stylist at all times.

- Workstations must be cleaned between each use and spaced a minimum of 6 feet apart.
- If possible, Hair and Make-up should be reserved for principle talent *only*. If principal talent can do their own make up, Hair and Makeup are encouraged to have a video conference with them prior to the shoot.
- Before and after hair and make-up applications, both talent and the make-up artist should be required to wash or sanitize their hands.
- Use disposable make-up kits, brushes, applicators etc and dispose of item after each application. Mix make-up on a disposable palette
- Applicators are NOT permitted to be reused on different persons
- Assign brush / combs to each principal actor so not to cross contaminate. Bag and label after use
- Avoid touch ups unless absolutely necessary.
- Avoid hair and make-up for secondary/back up actors. All background talent should be asked to come to set “camera-ready”.
- For special effects make-up, there should be isolated storage for prosthetics for each performer

#### Wardrobe Department

- Wardrobe planning should be done well ahead of shopping and pulling from rental houses. Book talent as early as possible, and get sizes as early as possible.
- Use gloves and mask when looking through garments in rental houses and retail stores.
- Only the wardrobe department should touch clothing, etc. until it's decided what the actor will actually try on.
- Where possible, wardrobe fittings should be conducted remotely via Facetime, Zoom, Skype, etc. However where in-person adjustments are absolutely necessary they must be scheduled in advance and one-on-one with the relevant persons applying recommended and official health and safety practices.
- Costumes and outfits should be bagged and labelled for individual performers and be individually separated by plastic or other recommended barriers. In the case of body doubles, a double wardrobe must be provided.
- If possible, allow actors to keep purchased wardrobe.
- When possible, actors should use and arrive their own wardrobe.
- Disinfect jewellery, glasses, and other wardrobe props in between use.
- When possible, all background talent should arrive on set wearing their own clothes.
- If this is not possible, Production Companies should provide dressing facilities where social distancing measures can be upheld.

- As an extra precaution, all talent may want to consider changing in and out of their travelling clothes on set in a dressing facility.
- Production is required to provide dressing facilities where social distancing measures can be upheld.

#### Electrical and Grip Departments

- Confirm if gear and equipment has been cleaned and sanitized by the rental house prior to a job. Clean and disinfect gear before or after the workday. If equipment is handled by only one person, you could consider cleaning and disinfecting between jobs.
- Gear should only be handled by the department to which it is assigned. More gear may be required to ensure people don't have to share gear
- Members of each department should disinfect gear during breaks in activity.
- If crew have their own gear, they should be encouraged to bring their own and not allow sharing.

#### Camera Department

- Confirm if gear and equipment has been cleaned and sanitized by the rental house prior to a job.
- Gear should only be handled by the department to which it is assigned. More gear may be required to ensure people don't have to share gear
- Crew doing pick-up must handle cases with gloves, and cases should be wiped down before loading into vehicle.
- Only camera personnel should handle camera gear including carts, cases, tape, etc.
- Camera prep should be isolated in individual area.
- Members of each department should disinfect gear during breaks in activity.
- If crew have their own gear, they should be encouraged to bring their own and not allow sharing.
- When re-lights and set changes take place, all cast and stunts should leave the set as additional grips, electrics and art department are brought on set to facilitate changes.

#### Sound Department

- Confirm if gear and equipment has been cleaned and sanitized by the rental house prior to a job. Disinfect equipment before and after each job.

- Gear should only be handled by the department to which it is assigned. More gear may be required to ensure people don't have to share gear
- Disinfect mics and transmitters before and after each use.
- Replace mounting components that cannot be thoroughly cleaned.
- PPE should be worn for the duration of person-to-person contact, especially when in close contact placing mics.
- If using lavmics, make sure each is dedicated to a specific talent and bagged and labelled as such.
- Utilize boom-only audio when possible. Some scripts may require a second Boom Operator.
- Disinfect Comteks (or other monitoring device) before and after each use and individually label these as well.
- Members of each department should disinfect gear during breaks in activity.
- If crew have their own gear, they should be encouraged to bring their own and not allow sharing.

#### Digital Imaging Department

- VTR & Digital Imaging Technicians are now more important than ever. The number of monitors on set will need to increase for key crew.
- Budgets need to consider prep/testing day for these roles especially adding in the remote/live stream viewing element needed to keep agency & clients away from set.

#### On-Set Communication

- Devices should be signed out the day before for quick distribution on the shoot day.
- Devices should be individually bagged, labelled, and handed to the user in its bag.
- No sharing of devices.
- Replacement batteries should be disinfected in between uses, bagged, and handed to the crew as needed. No one should carry replacement batteries for others.
- If possible, individual crew members should purchase their own headsets. When this is not possible, walkie talkies and headsets should be cleaned, disinfected, bagged, and labelled daily for use by assigned crew person.

### Video Village Set Up

- Encourage the use of a remote video village whenever possible. If not remote, the Video Village should be set up outside or at least in a separate area within the facility to maintain social distance. Keep the area ventilated.
- Each person that needs to view the scene should be provided separate monitor distanced appropriately apart.
- Eliminate Directors chairs for chairs with a non-porous surface that are easier to disinfect.
- Additional monitors should be set up to allow for social distancing.
- Chairs in all areas, including client areas, should have easy-to-clean, non-porous surfaces such as plastic or metal chairs.
- To the extent possible, interactions should be kept to a minimum with dedicated “runners” reserved for this purpose. Text, email or use another non-contact method of sending the information

### Cleaning Materials

In relation to cleaning materials, according to DGS guidelines, it must be ensured that:

- There must be different cleaning materials (for exclusive use) according to the risk level of the areas to be cleaned.
- Cleaning cloths should preferably be single-use and disposable (use and lay outside), differentiated by a colour code, for each of the areas, according to the level of risk. Examples are: benches, tables, chairs, armchairs for restaurants and offices, among others - blue; meal tables and food preparation areas - green; bathrooms: cleaning cloth, just to clean the sink - yellow; toilet cloth (outside) - red; the inner part of toilet does not need a cloth. It must be scrubbed with the toilet brush itself and with base detergent disinfectant.
- The bucket and mop for the floor are usually reusable, so ensure a cleaning and disinfection of this equipment at the end of each use.
- The bucket and mop must be different for the areas mentioned above. For example: the bucket and mops used in bathrooms should not be used in eating areas or in other public spaces.
- All materials used must be disinfected by the team using them.

### Waste Management

- Disposable face masks, gloves, etc. must be treated as hazardous waste; used ones should be put into solid plastic bags and to be handled with protective gloves and then disposed of. When re-usable fabric face masks are used, they are to be washed and possibly boiled for sterilisation purposes. Bags for placing masks that are capable of sterilization and reuse should also be made available.

## **NATIONAL PROTOCOL AND HEALTH GUIDELINES**

Please note that any updated directives issued by the Government of Jamaica (GoJ) via the Ministry of Health or the Office of the Prime Minister (OPM) supercede any and all of the guidelines listed here within. Please be sure to follow advisories from the Ministry of Foreign Affairs regarding travel access to Jamaica at all times.

[Ministry of Health – COVID 19 Updates](#)

[JAMCOVID Main Page](#)

[Ministry of Foreign Affairs and Foreign Trade](#)

[Office of the Prime Minister](#)

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