Guidelines and Protocols for the Screen-Based Industries in Jamaica

SAFE RETURN TO SET

POST COVID-19
CONTENTS

MESSAGE FROM THE FILM COMMISSIONER ............................................................................................................................................................... 5

GENERAL RECOMMENDATIONS AND BASIC SAFETY RULES ........................................................................................................................................ 7

Types of Productions ................................................................................................................................................................................................ 7

Responsibilities of the Individual Cast/Crew Member............................................................................................................................................. 8

Responsibilities of the Production Company ........................................................................................................................................................... 9

Responsibilities of On-Set Medical Officers and/or Production Representatives ................................................................................................. 11

Production Guidelines for Screen-Based Industries .................................................................................................................................................. 12

Development and Pre-Production ......................................................................................................................................................................... 12

Creative / Development ..................................................................................................................................................................................... 12

Setting Up Your Production Office ..................................................................................................................................................................... 12

Insurance ............................................................................................................................................................................................................ 13

Posting Health and Safety Information .............................................................................................................................................................. 13

Medical Personnel .............................................................................................................................................................................................. 13

Personal Protective Equipment .......................................................................................................................................................................... 14

Personal Disinfection .......................................................................................................................................................................................... 14

Testing .............................................................................................................................................................................................................. 15

Posting Health and Safety Information.............................................................................................................................................................. 13

Responsibilities of On-Set Medical Officers and/or Production Representatives ................................................................................................. 11

Responsibilities of the Production Company........................................................................................................................................................... 9

Responsibilities of the Individual Cast/Crew Member............................................................................................................................................. 8

Types of Productions ................................................................................................................................................................................................ 7

General Recommendations and Basic Safety Rules .................................................................................................................................................. 5

Message from the Film Commissioner ............................................................................................................................................................... 2

Contents
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Set Communication</td>
<td>26</td>
</tr>
<tr>
<td>Digital Imaging Department</td>
<td>26</td>
</tr>
<tr>
<td>Sound Department</td>
<td>25</td>
</tr>
<tr>
<td>Camera Department</td>
<td>25</td>
</tr>
<tr>
<td>Electrical and Grip Departments</td>
<td>24</td>
</tr>
<tr>
<td>Wardrobe Department</td>
<td>23</td>
</tr>
<tr>
<td>Hair and Make-Up</td>
<td>23</td>
</tr>
<tr>
<td>Art Department</td>
<td>23</td>
</tr>
<tr>
<td>Transportation Department</td>
<td>22</td>
</tr>
<tr>
<td>Ventilation Department</td>
<td>21</td>
</tr>
<tr>
<td>Locations Department</td>
<td>20</td>
</tr>
<tr>
<td>Catering and Craft Service</td>
<td>20</td>
</tr>
<tr>
<td>Production Coordination</td>
<td>19</td>
</tr>
<tr>
<td>On-Set Medical Personnel</td>
<td>19</td>
</tr>
<tr>
<td>Animals</td>
<td>17</td>
</tr>
<tr>
<td>Local Cast and Crew</td>
<td>16</td>
</tr>
<tr>
<td>International Arrivals</td>
<td>16</td>
</tr>
<tr>
<td>Production / On-Set</td>
<td>16</td>
</tr>
<tr>
<td>Casting</td>
<td>15</td>
</tr>
<tr>
<td>Location / Tech Scout / Reconnaissance</td>
<td>15</td>
</tr>
</tbody>
</table>
MESSAGE FROM THE FILM COMMISSIONER

Now that the COVID-19 related emergency protocols issued by the Government of Jamaica (GoJ) through the Ministry of Health and Mandates, and other regulations which may impact your production, be sure to consult your local officials to ensure you are following any other permits, and may be updated at any time. There may also be changes expected in the allowable location mandates.

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

The guidelines were created collaboratively with the Jamaican Film and Television Association (JATF), the Ministry of Industry, Commerce, Agriculture and Fisheries (MICO), the European Film Commissioners Network (EFCN), and partner International Film Commissions which have allowed us to ensure adherence to international best practices. The Clean and Healthy Production Sets, recommend best practices have allowed us to ensure adherence to international best practices.

This document outlines guidelines and best practices to establish safe back-to-work on screen-based production. It's a tool to provide guidance and best practices to establish safe back-to-work on screen-based production. It's a tool to provide guidance and best practices to establish safe back-to-work on screen-based production.
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 to collaborate closely for long periods at a time. On set, we become a film family. These conditions, while necessary for production, undeniably increase the risk of contamination for viral spread.

While these guidelines are not mandatory for the issuance of your film permits, we strongly urge all productions – local and international – to consider and implement these measures, which are considered and implemented. Follow the risk assessment methods, then determine the technical and organizational measures to have the risk of contamination for viral spread as low as possible.

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 safely possible.

We got this. Aaaaaaaand ACTION!

We got this. Aaaaaaaand 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. This 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 are contracted to the production.

If a situation of a potential COVID-19 case is detected, all persons in the case must be immediately isolated, whether by self or otherwise, and must not be permitted to return to set or production activities until a medical professional confirms that they are not a risk to themselves or others.

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. 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 an immediate action is taken, the contingency plan should be prepared and be made available, according to the recommendations of the GOJ, for immediate action. If a situation of a potential COVID-19 case is detected, all persons in the case must be immediately isolated, whether by self or otherwise, and must not be permitted to return to set or production activities until a medical professional confirms that they are not a risk to themselves or others. 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. 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.
Contingency plans must be made, and protocols already in place should be updated and implemented. The creation and implementation of this plan is the responsibility of the producing company. If you are sick, stay at home and advise production immediately!

- Distinct vehicle: make-up, wardrobe, catering, and any other high-contact department. Drivers must have no less than 6 feet of social distancing from other people and personal work tools, which includes, but is not limited to, headsets and walkie-talkies.
- Avoid touching your nose, eyes, mouth, and hands.
- Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue into proper receptacles, preferably hand sanitizers that contain at least 62-70% alcohol.
- Wash your hands with soap and water, if soap and water are not available, use alcohol-based hand sanitizer or sanitizing wipes.
- Drivers, make-up, wardrobe, catering, and any other high-contact department MUST use PPE at all times, and are responsible to ensure that they are using appropriate PPE.

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.
- Avoid touching your nose, eyes, mouth, and hands.
- Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue into proper receptacles, preferably hand sanitizers that contain at least 62-70% alcohol.
- Wash your hands with soap and water, if soap and water are not available, use alcohol-based hand sanitizer or sanitizing wipes.
- Adhere to the health and safety procedures provided by the production.
- Maintain social distancing of no less than 6 feet.
- Do not use other people’s phones or personal work tools, which includes, but is not limited to, headsets and walkie-talkies.
- Avoid touching your eyes, nose, and mouth.
- Self-monitor for signs of illness and report if you are feeling ill.
- Wear Personal Protective Equipment (PPE).
- Drivers, make-up, wardrobe, catering, and any other high-contact department MUST use PPE at all times, and are responsible to ensure that they are using appropriate PPE.

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

- Provide hand sanitizing stations and/or hand-washing stations throughout set area.
- Determine a protocol for issuing and discarding of PPEs.
- 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 2-hour shift/day. 
- Make wearable 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 2-hour shift/day.
- Make 6-foot distance markings on the floor in environments where people need to line up.
- Less standing around/convougerating time.
- Identify who may effectively be able to work from home 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. Professionals must give explicit approval for any non-production personal on location. Productions can apply a color-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/convougerating time. 
- Consider assigning one individual per department to be responsible for monitoring procedures of that work team.
- Wherever possible, all meetings and means of communication between cast and crew should be conducted electronically.
- Make 6-foot distance markings on the floor in environments where people need to line up.
- 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 into daily call sheets and/or posts in common areas. This should be done electronically. 
- Hold daily safety meetings and incorporate COVID-19 considerations and GOJ directives into those meetings.
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- Develop and implement a protocol for issuing and discarding PPEs
- Provide hand sanitizing stations and/or hand-washing stations throughout set area.

Responsibilities of the Production Company
Ensure frequent cleaning of contact surfaces that are used by production. This includes: set walls, door handles, bathroom fixtures, and any equipment and props. Production will establish and adhere to procedures for keeping and the disposal of all used cleaning material. 

Ensure that there is sufficient access to time intervals to prevent overcrowding on set. Additionally, ensure that the relevant health guidelines and MOH guidelines are followed. No filming in public spaces without express approval from the relevant government authority should not be permitted as the risk of contention will be too high.

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 the set. Where applicable and especially for Medium and Large sets, consider segregated casting and crew in specific spaces to control the environment and avoid bringing illness to and from the set.

All equipment should be wiped down upon arrival and before departure each day. Where possible, remote viewing capabilities must be established. No filming in public spaces without express approval from the relevant government authority should not be permitted as the risk of contention will be too high. 

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. 

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• Where applicable, remote viewing capabilities must be established. No filming in public spaces without express approval from the relevant government authority should not be permitted as the risk of contention will be too high.

• 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.

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• 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.
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 recent illness.
- 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.

Guidelines to be followed:

integrated are asymptomatic (i.e., do not exhibit any symptoms) and therefore it is critical that all GO recognised health practices and safety procedures are strictly followed. Cast and crew should be reminded to use hand sanitizing stations and sanitise hands regularly.

- Frequently clean and disinfect surfaces, equipment, and other elements of their work environment using alcohol-based sanitizing wipes.
- 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.

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 with the virus do not exhibit any symptoms. Therefore, it is critical that all GO recognised health practices and safety procedures are strictly followed.

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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.

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.

• 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 AC 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.

- Place sanitizing wipes at printer station if there is a community printer/copier.

- Continuously disinfect high-touch 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 to department-specific agreements.

• Consider establishing a new dedicated role on the team with 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.

• 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 production and flow. More multiple time for preproduction and your total project taking into consideration the areas where time and budget will need to be adjusted for safe production and flow.

• Be prepared with back up crew in case of illness during filming. Consider whether a prep or pre-Light day will be required to lessen the amount of crew on shoot day.

• When possible, call times should be staggered to avoid large groups converging on a single area at one time. Anticipate inefficiencies due to new procedures.

• 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.

• When possible, this information must also be communicated to all cast and crew electronically.

• Information regarding the risk(s) of spreading COVID-19, and what behaviors and protocols are expected from everyone on set should be prominent and visible in common areas.

• Posting Health and Safety Information

• Implement proper health and safety standards on set.

• Medical Personnel

• Staffing / Crewing Up

• Be prepared with back up crew in case of illness during filming. Consider whether a prep or pre-Light day will be required to lessen the amount of crew on shoot day.

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• Posting Health and Safety Information

• Implement proper health and safety standards on set.
• 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.

• All cast and crew must use PPE while on set, with the exception of actors while on-camera.

• A log should be maintained (for at least 30 days) of all people who will be on set and their daily temperatures.

• 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 disinfect their hands.

  - Sanitization stations – stations with hand disinfectant gel and/or hand washing facilities need to be placed near the facilities.

  - Disinfection of objects – when filming in a public space (or officially permitted) in the city and in a place with a high concentration of people, it is 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 cleaning and directly on the set.

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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 for all cast and crew, self-isolation at least 14 days prior to commencement of physical photography is recommended. Then it is recommended that all local cast and crew self-isolate at least 7 days prior to filming, and prove their state of health with a negative COVID-19 test at least 3 days before the start of filming.

Where possible, arranging for testing should be done virtually as much as possible. If self-isolation is not possible, then testing should be done virtually as much as possible.

Where available, and/or local authorities allow, testing should be conducted on-site. If testing is not available or accessible, then it is recommended that all cast and crew self-isolate at least 14 days prior to filming, and prove their state of health with a negative COVID-19 test at least 3 days before the start of filming.

Testing

Drivers should wipe down inside vans (seats, handles, etc.) inside and every time people exit the vehicle. Where possible, have as much conversation outside as possible.

Try to maximize space and air flow when designing sets for a shoot. When 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.

Carefully consider the number of locations that get director scouted in-person. Consider renting multiple vehicles to allow distance between seats.

While at location, have as much conversation outside as possible.

After filming, where approval to film in public spaces is permitted by the relevant authorities of GOJ, 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 roads. A safety perimeter shall be clearly established to allow any possible passers-by to avoid contact with the site, the vehicles and the equipment and with cast and crew.

Where possible, film in public spaces that are permitted by the relevant authorities of GOJ such filming must be limited as much as possible.

Location / Tech Scout / Reconnaissance

Self-drive when possible. If carpooling, everyone should be in masks, gloves, etc.

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.

Scouting should be done virtually as much as possible, and as early as possible.

Give consideration to size and scope when deciding among location options to ensure that the location can facilitate social distancing if required.

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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/brought 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 a 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 cellphone.
• 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 where possible so physical contact is kept within an existing family unit.

Production / On-Set

International Arrivals

• International arrivals must adhere to the national guidelines and regulations, which may include -airport testing and mandatory 14-day quarantine.
• Internationals arrivals may require international travelers to sign a declaration that they are healthy and not aware of any illness or infection.
• Internationals must wear a dedicated driver who must follow PPE guidelines within the vehicle.
• 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.
• Internationals arrivals must undergo a health screening upon arrival. There are no exceptions. Please contact the Jamaica Film Commission for updated international protocols.

Traveling

• Identify wardrobe spaces in the breakdowns to increase the likelihood the actor brings something that can be worn on the shoot.
• When casting of families, consider using real families where possible so physical contact is kept within an existing family unit.
• During in-person group auditions, actors can wear clear face shields and gloves or maintain social distancing.
• One dedicated casting or production assistant should sign all performers in and out.
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• Eliminate “open calls” and give everyone assigned time-slot window to arrive.
• One dedicated casting or production assistant should sign all performers in and out.

Casting
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 period.

- 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 the host/producer.

- For internationalScope, temperature must be taken at the onset of the virus and provided results to the medical officer.

- Consider a temporary clear barrier between actors while establishing marks and positions and remove at the last moment.

- Actors or stunt performers must wear a face mask and gloves during periods where they are not in front of camera.

- 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 company should bear the cost of this or be borne by the production or the host/renter.

- AES/FTV

- It will be the responsibility of the medical officer or designated representative must check cast and crew temperature with a contactless thermometer and verify that they are no Covid-19 symptoms.

- Upon arrival on set, the medical officer or designated representative must check cast and crew temperature with a contactless thermometer and verify that they are no Covid-19 symptoms.

- All international arrivals must be followed at all times.

- National regulations for international arrivals must be followed at all times.

- Contract after working hours and days off by limiting contact to family minimizing outside social contacts during the production period.

- Actors or stunt performers must wear a face mask and gloves during periods where they are not in front of camera.

- For intimate scenes, a temporary clear barrier between actors while establishing marks and positions and remove at the last moment.

- Intimate scenes must have a limited amount of crew, including the medical officer.

- 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.

- 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 the host/producer.

- The production company is encouraged to maintain temperature and contact tracing data on international arrivals for the first 14 days.
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 each cast and crew member with a contactless thermometer and verify that they are fever-free.

• All other national updates that may be mandated.

Extras:

• The presence of extras should be avoided as much as possible and if absolutely necessary must be kept to a minimum.

• Production should make efforts to minimize the number of extras hired and use digital solutions whenever possible to augment.

• Production should conduct regular health checks for all extras before and after each day’s work to ensure they remain healthy.

• Extras must wear masks and gloves while on set and practice social distancing.

• 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 area should have non-porous surfaces that are easy to wipe down.

• Production should keep a log of all extras and monitor their health.

• 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.

• Production should make efforts to minimize the number of extras hired and use digital solutions whenever possible to augment.
Medical personnel should visually monitor cast and crew for those that look ill.

Medical personnel should maintain the set and proactively consult with personnel.

Medical personnel should take temperatures/health medical credentials/approvals.

On-set Medical Personnel

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

Animals

To every three (3) minors, there must be a designated crew member of representative responsibility for supervising minors on set at all times and to ensure that they are following health protocols for their protection and that of others. One person shall be assigned to supervise those minors.

No make-up unless absolutely necessary.

Be sure to have PPE that fits the 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.

Minors

One extra per three minors.

Working with family, minimizing outside social contacts during production period, they are scheduled to work.

It will be the responsibility of any extra to minimize contacts and mitigate risk of contamination after work hours and days off by limiting on-set arrival.

Provide one pen for each extra to sign paperwork and instruct them to not share, or have paper work completed and submitted before contact with additional extras on set and additional testing.

Extras should be short and dressed in such a way to allow them to play in various scenes during their weekly schedule thus minimizing the extra's exposure to additional personnel 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.
Medical personnel report to the producer, who will be ultimately responsible for expelling any sick cast or crew from the set, and inform

- Medical personnel report to the producer, who will be ultimately responsible for expelling any sick cast or crew from the set, and inform
- Catering should be distributed in a single-serve take-away fashion, so that social distancing rules can be adhered to. It is important to
- Catering and Craft Service

set access to essential personnel only.

- Call times should be staggered so that each department is given access at timed intervals, to prevent crowding upon arrival. To limit
- Temporarily on set.

Any incoming subcontractors or daily service providers should undergo temperature measurement upon arrival and wear PPE if they are

- Set up transhipment points dedicated to individuals suppliers outside the set, with the possibility of disinfecting any transported material.
- Chairs and tables in all areas should have easy-to-clean, non-porous surfaces such as plastic or metal.
- Each department should individually set their filming area and leave sequentially, so as not to cross contaminate personnel.
- Each (eg. they should have their own costume room, make-up rooms, catering area, etc.)
- Chairs and tables in all areas should have easy-to-clean, non-porous surfaces such as plastic or metal.
- Where possible, key crew, principal actors, and other professions that are difficult to replace should be separated from the rest of the
- Property to provide chairs of a non-porous material, over build-in piece furniture.
- Take into account space needed to ensure social distancing is possible in holding areas and catering/craft locations. It is advisable to give

Production Coordination

- Catering service should be single-serve individually wrapped or previously unopened and single-serve (including refreshments during the day).

- Ensure that crew members have enough space when eating to follow rules of social distancing

- Industry best practice recommends obtaining a signed statement or waiver from talent and crew. Only medical personnel are authorized

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- From (temperature, symptoms in the last 14 days, travel, etc.) and a waiver/signed statement from the production companies if
- Establish a dedicated check-in area for the medical officer to receive/verify their safety equipment for the shoot day. All out a check-in
- The necessary health authorities as applicable.

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- Catering should be distributed in a single-serve take-away fashion, so that social distancing rules can be adhered to. It is important to
- Catering and Craft Service
During filming it is important to ensure a consistent lockup to prevent any unauthorized persons from entering the shooting location.

• 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.
• Eliminate any self-service snacks. Fruit bowls, trays of chips, crackers, pretzels and other snacks previously served in a shared family-style manner should be removed.
• Craft services should have capability to refill an individual’s reusable water bottle, provided to set without contact between refill source and bottle.
• All utensils must be individually wrapped and single serve.
• 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 personal protection equipment (PPE) when scouting site.
  • It will be the responsibility of any catering or craft service provider to minimize contacts and mitigate risk of contamination after working hours.
  • If possible, all actors, director and producers should eat alone in their individual room or trailer within their work group.
  • Specific crew groups, such as actors, grip, electrical, camera, sound, make-up and wardrobe should eat lunch in a particular area staying within a particular crew group.
  • Productions should stagger crew members lunch schedules to minimize the number of persons eating in one area at the same time.
  • In productions with casts larger than 50 people, a dedicated PA should be assigned to the cast and lunch area to sterilize and clean the area appropriately.
  • All catering personal preparing food must have masks and gloves on at all times.
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  • Hand washing stations should be present, and everyone must wash their hands before entering the craft services area. Craft services personnel preparing food must have masks and gloves on at all times.
  • It will be the responsibility of any Catering or Craft Service provider to minimize contacts and mitigate risk of contamination after working hours.
  • Seating should adhere to 6-foot rule. Order more tables or encourage crew to eat in their own vehicles.
  • Table should include hand sanitizer and/or sanitizing wipes.
  • Hand washing stations should be present, and everyone must wash their hands before entering the craft services area. Craft services personnel preparing food must have masks and gloves on at all times.
  • No food is to be prepared on-site. All food must arrive pre-packed to set.
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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.

This will likely take more time and budget than usual.

To maximize ventilation:

- Open windows to maximize air flow.
- Use fans to increase air circulation.
- Avoid closed rooms and corners.

Consider the following steps to ensure proper ventilation:

1. **Permitting**
   - Permit applications should go in as early as possible to avoid delays.
   - Choose locations with good air flow and clear barriers.

2. **Location Consideration**
   - Consider locations with natural ventilation.
   - Avoid closed spaces with poor air circulation.

3. **Ventilation Systems**
   - Use portable air purifiers and fans to enhance ventilation.

4. **Social Distancing**
   - Ensure adequate space for social distancing.
   - Increase space for social distancing during breaks.

5. **Personal Protective Equipment (PPE)**
   - Provide appropriate PPE to all personnel, including masks, gloves, and face shields.

6. **Disinfection**
   - Disinfect all equipment and props before and after use.
   - Use disinfectants that are safe for use in the location.

7. **Location Resources**
   - Use locations with resources for proper ventilation.
   - Ensure adequate ventilation systems are available.

8. **Backup Plans**
   - Have backup locations ready in case of changes.
   - Be prepared to change plans if needed.

9. **Training**
   - Ensure all personnel are trained in proper ventilation practices.
   - Regularly review and update ventilation protocols.

By following these steps, you can ensure proper ventilation and minimize the risk of infection during your production.
Transportation Department

- Limit the 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.
- Audible signs to warn exterior Identiﬁable maximum capacity.
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- Limit the number of people in a passenger vehicle to half the number of the usual capacity of the vehicle.

Hair and Make-Up

- 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.
- PPE must be worn for the duration of person-to-person contact.

Hair and Make-Up

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

Art Department

- Plan for multiple trips considering the limited capacity per vehicle.
- If needing to transport multiple people, consider small buses.
- Ensure one driver is assigned to one vehicle for the duration of the shoot.
- Keep windows down when possible to promote ventilation.
- Require people to wear masks in vehicles.
- Add signage to van exterior identifying maximum capacity.

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If this is not possible, production companies should provide dressing facilities where social distancing measures can be upheld.

- When possible, all background actors should arrive on set wearing their own clothes.
- Distinctive jewellery, glasses, and other wardrobe props in between use.
- When possible, actors should use and arrive their own wardrobe.
- If possible, allow actors to keep purchased wardrobe.
- Recommend barriers. In the case of body doubles, a double wardrobe must be provided.
- Costumes and outfits should be tagged and labeled for individual performers and be individually separated by plastic or other official health and safety practices.
- 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.
- Only the wardrobe department should touch clothing, etc. until it’s decided what the actor will actually try on.
- Use gloves and mask when looking through garments in rental houses and retail stores.
- As early as possible, wardrobe planning should be done well ahead of shopping and pulling from rental houses. Book talent as early as possible, and get sizes as soon as possible.
- For special effects make-up, there should be isolated storage for prosthetics for each performer.
- Avoid hair and make-up for secondary/backup actors. All background and talent should be asked to come to set “camera-ready”.
- Avoid touch-ups unless absolutely necessary.
- Avoid brushes/comb to each principal actor so not to cross contaminiate. Bag and label after use.
- Applications are NOT permitted to be reused on different persons.
- Use disposable make-up kits, brushes, applicators etc and dispose of items after each application. Mix make-up on a disposable palette before and after use, and make-up applicators. Both actors and the make-up artists should be required to wash or sanitize their hands.
- Before and after use, make-up artists should be required to wash or sanitize their hands.
- Where possible, hair and make-up should be reserved for principle talent only. If principle talent can do their own make-up, hair and makeup must be cleaned between each use and spaced a minimum of 6 feet apart.
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.

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

Electrical and Grip Departments
- Production is required to provide dressing facilities where social distancing measures can be upheld.

Camera Department
- 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.
- Members of each department should disinfect gear during breaks in activity.
- 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.
- If crew have their own gear, they should be encouraged to bring their own and not allow sharing.
- Members of each department should disinfect gear during breaks in activity.
- 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.
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   1. Disinfect mics and transmitters before and after each use.
   2. Replace mounting components that cannot be thoroughly cleaned.
   3. PPE should be worn for the duration of person-to-person contact, especially when in close contact placing mics.

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.

On-Set Communication

• If crew have their own gear, they should be encouraged to bring their own and not allow sharing.

   1. If possible, individual crew members should purchase their own headphones. When this is not possible, walkie-talkies and headphones should be cleaned, disinfected, bagged, and labeled daily for use by assigned crew person.
   2. Replaced batteries should be disinfected in between uses, bagged, and handed to the crew as needed. No one should carry replacement batteries for others.
   3. Disinfect mics and transmitters before and after each use and individually label these as well.
   4. Devices should be individually bagged, labeled, and handed to the user in its bag.
   5. Devices should be signed out the day before for quick distribution on the shoot day.
   6. No sharing of devices.

VTR & Digital Imaging Technicians

• Devices need to be considered prep/testing day for these roles especially adding in the remote/live stream viewing element needed to keep agency & clients away from set.

• VTR & Digital Imaging Technicians are now more important than ever. The number of monitors on set will need to increase for key crew.

• Members of each department should disinfect gear during breaks in activity.

• If using headphones, make sure each is dedicated to a specific crew and bagged and labeled as such.

• If possible, individual crew members should purchase their own walkie-talkies. When this is not possible, walkie-talkies and headphones should be cleaned, disinfected, bagged, and labeled daily for use by assigned crew person.

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• No sharing of devices.
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.
- Additional monitors should be set up to allow for social distancing.
- Eliminate the use of remote video villages if not possible. If 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.

Cleaning Materials

- Unused materials used must be disinfected by the team using them.
- All materials used must be disposed of in other public spaces.
- There must be different cleaning materials (for example, see-sawing, disinfectant, etc.).
- 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.
- The bucket and mop for the floor are usually disposable, so ensure a cleaning and disinfection of this equipment at the end of each use.
- Cleaning materials 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: Blue: areas where there is no need to clean; Red: Toilet areas; Yellow: Food preparation areas; Green: Regular cleaning areas.
- All materials used must be disinfected by the team using them.

Waste Management

- Disposal of used 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 caution.
- There must be separate waste bins for the areas mentioned above. For example: The bathroom should not be used in eating areas or in other public spaces.
- Disposed of face masks, gloves, etc., must be treated as hazardous waste. Used ones should be put into solid plastic bags and to be handled with caution.

Sterilisation Purposes: Bags for disposal masks that are capable of sterilisation and reuse should also be made available.

Cleaning Purposes: Bags for disposal masks that are capable of being sterilised and re-used should also be made available.
Please note that any updated directives issued by the Government of Jamaica (GoJ) via the Ministry of Health in the Office of the Prime Minister or the Office of the Prime Minister of Jamaica (OPM) are superseded by any and all of the guidelines listed here. Please be sure to follow advisories from the Ministry of Foreign Affairs regarding travel access to Jamaica at all times.

NATIONAL PROTOCOL AND HEALTH GUIDELINES

Contact:

Jamaica Film and TV Association (JAFTA)

Jamaica Promotions (JAMPRO)

Ministry of Health – COVID-19 Updates

Office of the Prime Minister
Ministry of Foreign Affairs and Foreign Trade

JAMCOVID Main Page

Ministry of Health

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