

STANDARD OPERATING PROCEDURES FILM PRODUCTION SAFETY



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD



MAKING IT HAPPEN

TABLE OF CONTENTS

1.	PURPOSE	4
2.	SCOPE.....	5
3.	REGULATORY CONTEXT.....	6
4.	STANDARD OPERATING PROCEDURES.....	7
	City of Cape Town.....	7
A	Measures to Prevent the Spread of Coronavirus.....	8
	Role of the Film Industry and Services Industry	8
1.	Preparation of the Workplace for Prevention	10
2.	Workplace Protocols	12
3.	Physical Distancing.....	14
4.	Regular Hand-Washing and Hygiene Measures.....	15
5.	Staff Training.....	16
6.	Monitoring Staff/Cast/Crew	16
7.	Personal Protective Equipment (PPE)	18
7.1	Use of Cloth Face Masks.....	18
7.2	Use of Face Shields or Visors	20
7.3	Use of Gloves	20
8.	Ventilation.....	21
9.	Staff Bathroom Facilities	21
10.	Handling of Waste	21
11.	Receiving Goods from Suppliers.....	22

12.	Daily Cleaning Routines.....	22
13.	Administrative, Pre and Post Production Services Staff	23
14.	Catering/Craft Protocols	24
15.	Self-service Food Stations	24
16.	Locations / Tech Scouting	25
17.	Locations Department.....	26
18.	Transportation	27
19.	Art Department	27
20.	Electrical, Grips Departments	27
21.	Hair And Make-Up	28
22.	Wardrobe Department.....	29
23.	Camera Department.....	30
24.	Sound Department.....	30
25.	Medical Personnel / Set Medic	31
26.	On-Set Communication	32
27.	Video Village Set Up.....	32
28.	Actors	32
29.	Minors at the Workplace.....	32
30.	Extras	32
31.	Contact Details.....	33
32.	Useful Links.....	33
ANNEXURE A.....		34
STANDARD PRECAUTIONS		35



1. PURPOSE

The main objective of this document is to define and document the Standard Operating Procedures (SOP) for the Film Industry and film production value chain operating in Cape Town for the duration of the national state of disaster declaration as a result of the coronavirus disease 2019 (Covid-19) pandemic.

This document provides guidance on dealing with Covid-19 in a company/workplace and outlines the basic technical and organisational measures for contagion prevention and risk assessment. The SOP is subject to change in accordance with the latest promulgated Risk Adjusted Strategy Regulations, Directions and Guidelines applicable to the Covid-19 pandemic.



2. SCOPE

This SOP applies to the Film Industry and the film production value chain operating in Cape Town and will need to be implemented prior to film production resuming. This document also provides guidance on the manner in which to assist a Covid-19 infected worker employed in a company/workplace.



3. REGULATORY **CONTEXT**

The SOP is informed by and subject to all National Covid-19 Regulations and Directions; Regulations and Guidelines issued by the Department of Co-Operative Governance and Traditional Affairs; the Disaster Management Act, 57 of 2002 including but not limited to the following legislation / guiding documents:

3.1 Department of Arts and Culture

Directions issued in terms of regulation 4(10) of the Regulations made under section 27(2) of the Disaster Management Act, 2002 (Act No.57 of 2002): Live streaming of the creative sector services in support of Covid-19 - Government Gazette, 4 May 2020 (No.43269)

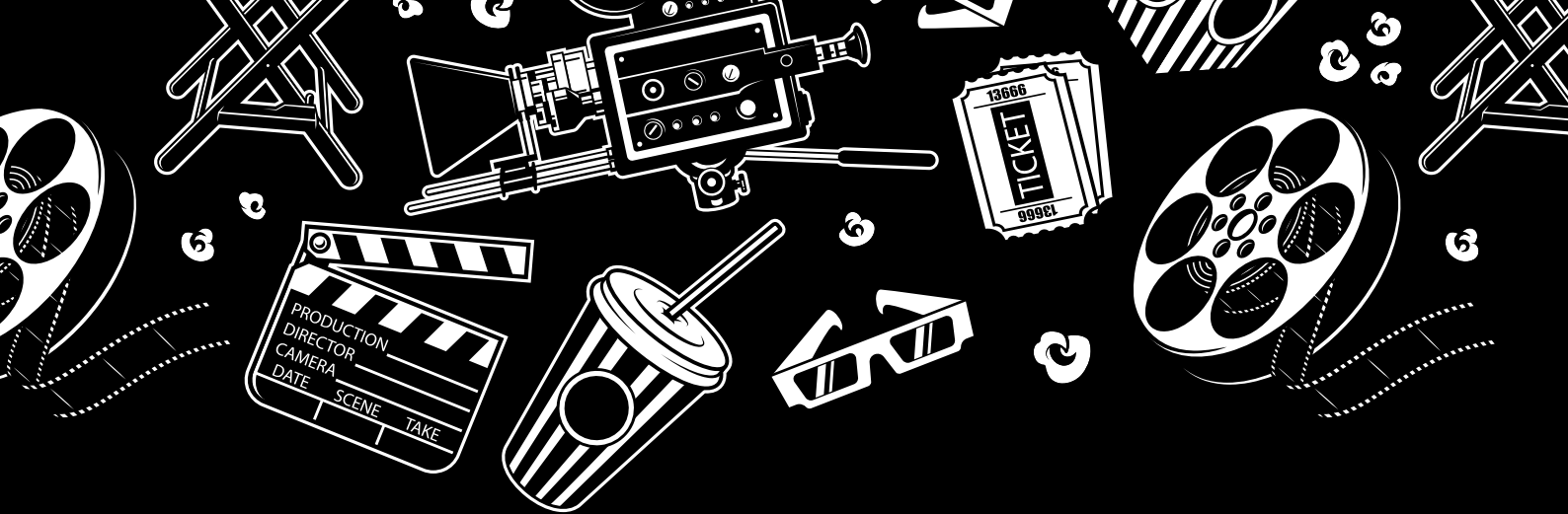
3.2 Occupational Health and Safety Act 85 of 1993

3.3 Disaster Management Act, 57 of 2002 - Regulations issued in terms of section 27(2) of the Disaster Management Act;

3.4 The Covid-19 Occupational Health and Safety Measures in Workplaces directive issued by the Minister of Employment and Labour contained in Government Notice 479 published in Government Gazette 43257 of 29 April 2020.

3.5 City of Cape Town By-law Relating to Filming, 2005;

3.6 All subsequent Regulations, Directions and Guidelines promulgated in terms of the Risk Adjusted Strategy by various Ministerial Departments.



4. STANDARD OPERATING PROCEDURES

City of Cape Town

The City of Cape Town, in accepting and considering permit applications for film-related activity during this period, confirms that:

- (a) the health and safety of all staff, service providers, clients and visitors, including film production personnel attending any of its facilities or workplaces is a top priority;
- (b) the Covid-19 necessary risk assessments and risk mitigation implementation plans will be implemented at all its facilities and workplaces;
- (c) monitoring compliance with all applicable legislation, Regulations and Bylaws will be undertaken. Non-compliance will be dealt with in terms of prescribed sanctions and/or remedies;
- (d) it will determine appropriate processes and time-frames for submission and approval of film permits for the duration of the national state of disaster declaration related to the Covid-19 pandemic. These measures include:
 - (i) suspending the Micro-shoot permit category until further notice. All permits applications formerly deemed to be Micro-shoots will be processed as Small Shoots.
 - (ii) electronic communication and online/virtual meetings will be preferred methods of engagement with the Film Permit Office;
 - (iii) face-to-face meetings with the Film Permit Office will only be allowed by appointment and under exceptional circumstances. **No random walk-ins will be entertained;**
 - (iv) production companies to submit a workplace risk assessment and implementation plan for each confirmed location.
 - (v) 72 hour (3 working days) lead time for film permits not requiring road closures;
 - (vi) 5 (working) days lead time for film permits requiring road closures;
 - (vii) All requests for traffic assistance for weekend shoots to be submitted no later than 14h00 on the preceding Thursday.
- (e) each film permit application will be assessed on its own merit.

A man with a beard and a grey beanie is focused on adjusting a professional video camera. He is wearing a dark grey sweater. The camera is mounted on a rig with various cables and attachments. In the foreground, a silver laptop is partially visible. The background is a dimly lit film set with various pieces of equipment and lights, creating a bokeh effect. The overall lighting is warm and focused on the man and his work.

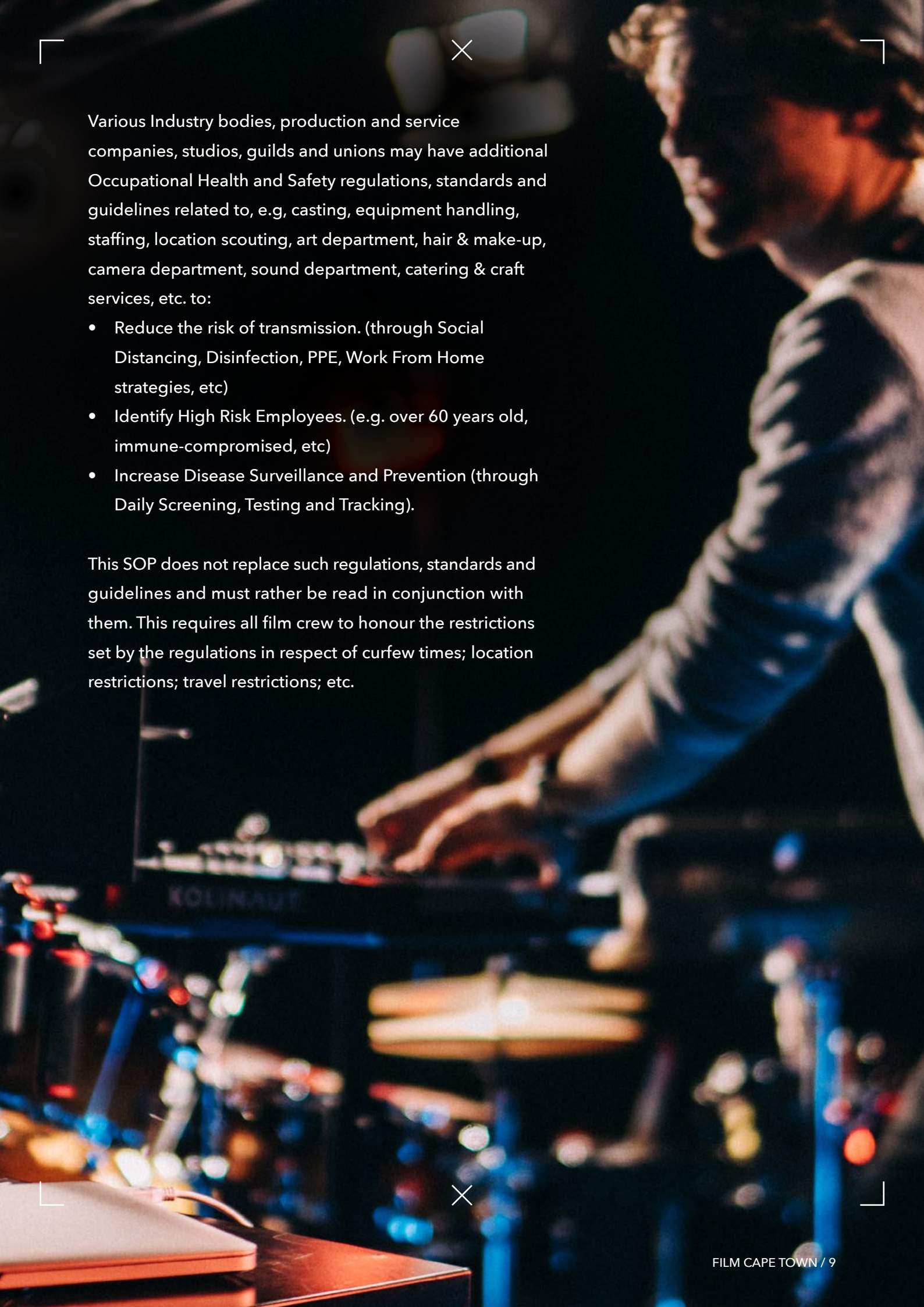
A. MEASURES TO PREVENT THE SPREAD OF **CORONAVIRUS**

Role of the Film Industry and Services Industry

In the film environment, there is usually lots of recurring short, casual contact between many people. Additionally, prolonged contact between staff, cast and crew occurs often depending on the nature of the job. Each of these interactions present a potential for the coronavirus to spread from person to person.

The health and safety of cast, crew and service providers on production workplaces and sets is a top priority. To that end, the following measures to help ensure clean and healthy workplaces and sets are to be put in place.

All employers, and departmental heads and individuals are encouraged to take personal responsibility and play an active role in creating and maintaining clean and healthy workplaces and sets. The guidelines below are based on the latest regulations and best practice available at the time of publication.



Various Industry bodies, production and service companies, studios, guilds and unions may have additional Occupational Health and Safety regulations, standards and guidelines related to, e.g. casting, equipment handling, staffing, location scouting, art department, hair & make-up, camera department, sound department, catering & craft services, etc. to:

- Reduce the risk of transmission. (through Social Distancing, Disinfection, PPE, Work From Home strategies, etc)
- Identify High Risk Employees. (e.g. over 60 years old, immune-compromised, etc)
- Increase Disease Surveillance and Prevention (through Daily Screening, Testing and Tracking).

This SOP does not replace such regulations, standards and guidelines and must rather be read in conjunction with them. This requires all film crew to honour the restrictions set by the regulations in respect of curfew times; location restrictions; travel restrictions; etc.



1. PREPARATION OF THE WORKPLACE FOR PREVENTION

In accordance with the Risk Adjusted Strategy Regulations dated 29 April 2020:

All industries, businesses, entities, both private and in the public sector which are permitted to operate during the national state of disaster declaration as a result of the Covid19 pandemic must -

- (a) Designate a Covid-19 Compliance Officer who will oversee the:
 - (i) implementation of the plan referred to in sub regulation(b); and,
 - (ii) adherence to the standards of hygiene and health protocols relating to Covid-19 at the workplace;
- (b) Develop a plan for the phased-in return of their employees to the workplace prior to reopening the workplace for business which must correspond with Annexure E (of the regulations dated 29 April 2020) and be retained for inspection and contain the following information:
 - (i) which employees are permitted to work - ensuring that the number of staff/cast/crew does not exceed 50 persons at any given time;
 - (ii) what the plans for the phased-in return of their employees to the workplace are;
 - (iii) what health protocols are in place to protect employees from Covid-19; and
 - (iv) the details of the Covid-19 compliance Officer/s



- (c) Develop measures to ensure that the workplace meets standards of health protocols, adequate space for employees and social distancing measures for the public and service providers, as required.
- (d) Perform a risk assessment of the Workplace to determine likely points where people would interact with each other and for places where contact between people and objects would occur.
- (e) For each of these contact points devise practical measures to limit that contact and to disinfect after that contact.
- (f) All staff/cast/crew to fill out a health questionnaire to determine if someone could have been exposed to illness recently.
- (g) Screen staff, cast and crew daily at the start of each shift/shoot for symptoms of Coronavirus and record details of their daily temperature. Where available and staff agree to its use, a non-touch heat sensor can be used to check for a raised temperature.
- (h) Incorporate pertinent Covid-19 considerations into Daily Safety Meetings. Scheduling and carrying out multiple meetings may be required if staggering start times.
- (i) Display appropriate messaging and train staff/cast/crew on how to prevent the spread of coronavirus at the workplace and at home.
- (j) Provide staff/cast/crew with at least two cloth masks so that they can wash and dry one mask while the other is being used. Train staff on how to use and care for a cloth mask.

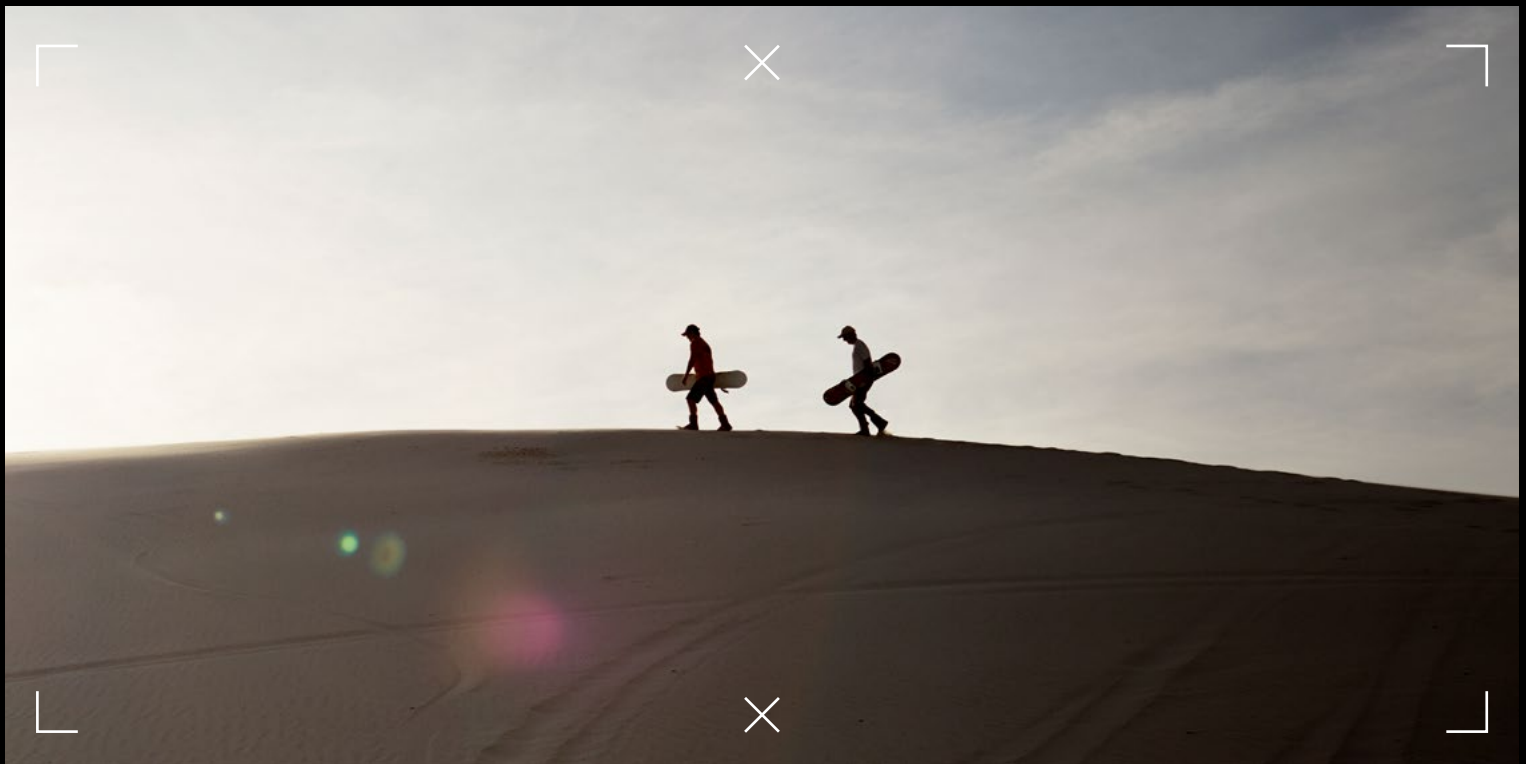
MAKING IT HAPPEN

2. WORKPLACE PROTOCOLS

- (a) Information regarding the risk of spreading Covid-19, and what behaviour is expected from everyone must be displayed in common areas and copied to all personnel.
- (b) The name, contact details of the Covid-19 Compliance Officer must be clearly displayed at the workplace entrance/s.
- (c) Workplaces should ideally have only one entrance/ exit open to allow for management of the number of persons in the workplace.
- (d) Where possible, the number of people in the workplace at any time must be limited in compliance with social distancing guidelines.
- (e) Staff members should be placed at the entrance to the workplace to control access and to ensure guidelines are complied with, e.g use of cloth masks, hand sanitisers, social distancing in communal areas, catering areas, etc.
- (f) A daily on-site register of all persons accessing the workplace must be maintained and include their full contact details and daily temperature. The daily register must be filed by the Covid-19 Compliance Officer and kept for a minimum of 90 days to ensure the accuracy of contact tracing in the event of any employee becoming infected or having been in contact with an infected person.

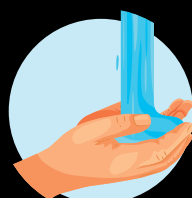
- (g) Offer staff/cast/crew/clients alcohol-based hand sanitiser to clean their hands before they enter the Workplace and when they leave the Workplace. Spray the hand sanitiser on hands. Do not allow staff members to handle sanitiser container/dispenser.
- (h) Disinfect the workplace/set each day.
- (i) Clean workplace equipment, props, before they are returned to storage/ service/equipment provider. This can be done by a production staff member or service/equipment provider.
- (j) Offer alcohol-based sanitising wipes to clean the props/ equipment regularly and between takes.
- (k) Catering/Craft services to no longer be cafeteria-style buffet meals and snacks. Meals to be single-serving pre-packed from a compliant service provider.

- (l) Meal times/Lunch breaks to be staggered, to maintain social distancing protocols.
- (m) There will have to be an extra level of protection built around cast/ actors/crew whose health is crucial to keeping a production going and crew employed. As actors cannot be in front of the camera wearing protective equipment, below the line personnel coming into contact with actors or directors will have to wear masks and gloves at all times.
- (n) The use of communal water coolers will need to be looked at and appropriate measures to ensure hydration during the Covid-19 pandemic are to be put in place.
- (o) Sharing tools, equipment, radios and cell phones is not allowed.



3. PHYSICAL DISTANCING

- (a) Employers should wherever possible allow staff to work from home - some staff performing administrative/pre and post production tasks might be able to.
- (b) The best way to protect yourself/staff/cast/crew from infection is to keep a distance of 1.5 metres (2 arms length) away from other people.
- (c) Avoid crowded areas. Where possible, avoid having staff/cast/crew being crowded together at work.
- (d) Where possible, rearrange work spaces so that each staff/cast/crew member can maintain a distance of 1.5 metres from others. If social/physical distancing is not possible, then barrier protection should be considered.
- (e) Do not allow staff/cast/crew members to gather close together in common areas such as kitchens, catering/craft areas.
- (f) Divide up studio backstage space and/or on-location areas into sections with various production teams isolated from each other.
- (g) When possible, have one department in a work area at a time.
- (h) Reduce unnecessary movement of unit/location managers and staff between sets/locations/workplaces where possible.
- (i) Avoid handshakes and physical contact with people. Greet people with a smile, or a nod, or a bow, or a wave.
- (j) When staff/cast/crew members are required to travel in public or designated staff vehicles such as minibus taxis or busses they should sit as far from other passengers as possible. The vehicle should not be filled to more than 50% of its loading capacity, all windows of the vehicle must be open to maximise ventilation, and staff should wear cloth masks. Ensure all transport drivers are aware of latest regulations pertaining to transportation of personnel, etc.



WET HANDS



USE SOAP



RUB HANDS
PALM TO PALM



LATHER THE BACKS
OF YOUR HANDS



SCRUB BETWEEN
YOUR FINGERS



RUB THE BACKS OF FINGERS
ON THE OPPOSING PALMS



CLEAN THUMBS



WASH FINGERNAILS
AND FINGERTIPS



WASH WRISTS



RINSE HANDS



DRY WITH A
SINGLE USE TOWEL

4. REGULAR HAND-WASHING AND HYGIENE MEASURES

- (a) All staff/cast/crew members should regularly wash their hands with soap and water for 20 seconds. Where soap and water is not readily available, they can use a 70% alcohol-based hand sanitiser and rub their hands for 20 seconds. Staff/cast/crew members must wash their hands after they have touched people, surfaces or objects.
- (b) Staff /cast/crew members should avoid touching their mouths, noses or eyes.
- (c) Ensure that facilities are available for all staff/cast/crew members to wash their hands regularly or to use a 70% alcohol-based hand sanitiser frequently.
- (d) Where staff/cast/crew members are in a situation where they have to touch people and/or take things from them, such as props or equipment, then they should offer them a 70% alcohol-based hand sanitiser to clean their hands before assisting them. Spray the hand sanitiser on their hands. Do not give them the hand sanitiser container.
- (e) When staff/cast/crew members enter and leave the Workplace they should be offered to have 70% alcohol-based hand sanitiser sprayed on their hands.
- (f) Clean surfaces, props and equipment regularly with soap and water. Alternatively, wipe down with either a 70% alcohol-based hand sanitiser, or a dilute solution of bleach. Assign one individual per department to be responsible for constant wipe-downs of surfaces.
- (g) Staff/cast/crew members should cough into their elbow or a tissue and immediately dispose of the tissue into a bin and wash their hands.

SYMPTOMS



COUGH



SORE TROATH



HIGH FEVER



SHORTNESS OF BREATH

PROTECTIONS



AVOID
DIRECT CONTACT



WEAR FACE MASK



WASH HANDS



AVOID
TOUCHING FACE

5. STAFF TRAINING

- (a) All companies must make sure that all staff/cast/crew are educated on the ways in which coronavirus is spread and measures to be taken to prevent infection.
- (b) All staff/cast/crew must clearly understand what the activities of their respective jobs would pose to the risk of infection and which prevention measures must apply.
- (c) Messaging should be repeated at regular intervals and supported by appropriate signage.

6. MONITORING STAFF/CAST/CREW

- (a) Staff/cast/crew **MUST** stay away from work and attend a coronavirus testing centre if they develop any of the following symptoms:
 - Fever/Temperature of 38° C or above
 - Cough
 - Sore throat
 - Shortness of breath

Advice on which testing centre to attend is available from the provincial Covid-19 hotline number on **(021) 928 4102**.

- (b) Any staff/cast/crew member who has become infected with the coronavirus **MUST** inform their respective employer and/or client immediately in order for them to assist the employee, as well as other employees, to assess and implement measures to stop the further spread of the coronavirus - whether at the workplace or at the homes of everyone connected with the employee and to enable contact tracing.



- (c) All staff/cast/crew on arrival at the workplace should be screened/monitored daily on arrival at the workplace.
- (d) Temperature checks of staff/cast/crew members must be done with a non-contact thermometer (thermal scanner). Temperature above 38 degrees should be recorded. Anyone with a fever must not be allowed access to the workplace.
- (e) Anyone showing symptoms during the day needs to be isolated immediately by a designated Covid-19 Compliance Officer or on-site medic by placing him or her in a well-ventilated room.
- (f) The designated Covid-19 Compliance Officer or on-site medic must provide them with a facemask and hand sanitiser.
- (g) The designated Covid-19 Compliance Officer or on-site medical service provider must immediately contact the Western Cape Dept of Health on: **(021) 928 4102**
- (h) The City' Film Permit Office should be immediately notified of any confirmed positive cases in order to keep an updated database and monitor any possible outbreaks within the local film industry - **(021) 417 4025** or film.permits@capetown.gov.za

7. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Utilise appropriate Personal Protective Equipment (PPE), including but not limited to gloves, goggles, face shields, masks that cover the nose and mouth.

7.1 USE OF CLOTH FACE MASKS

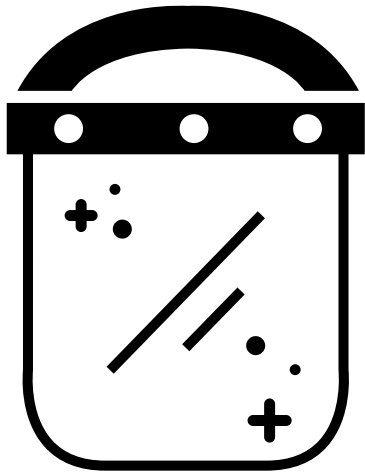
- (a) Cloth face masks must be used by all staff, cast and crew BUT they must use them properly.
- (b) Each person should have 2 cloth face masks so that one is available for use while the other is being washed. If you are wearing a mask, you must still make sure to follow the other measures to prevent the spread - keep a 1.5 metre distance from other people and wash your hands regularly.
- (c) Everyone must also be educated on how to put on, wear and take off a facemask.



Please note the following advice for wearing cloth face masks:

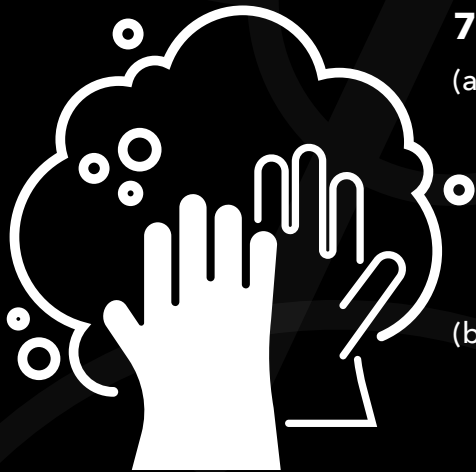
- Wash your hands before putting on the mask.
- Place the mask with the correct side facing your nose and mouth. Make sure both are covered well.
- Tie the strings behind your head or if the mask has elastic bands, make sure they are tight.
- Once you have put on the cloth face mask and you are comfortable with the fit of the mask, **DO NOT TOUCH YOUR FACE OR THE MASK** until you take off the mask
- Do not store the mask around your neck when not in use.
- Wash your hands thoroughly after taking off the mask.
- Wash in warm water and iron your cloth mask everyday
- If you need to take off your mask during the work day (e.g. during tea/lunch break) and are required to put it on again, care must be taken to only handle the masks by the strings of the mask. The mask must be stored in a paper bag (clearly labelled with the person's name) when not in use.





7.2 USE OF FACE SHIELDS OR VISORS

- (a) There is currently no evidence to support the use of face shields in a work environment as they are bulky and impractical and are probably frequently touched and could potentially contaminate your hands.
- (b) However, they theoretically provide some protection and should you wish to use them, the same precautions as for cloth face masks apply.



7.3 USE OF GLOVES

- (a) Gloves are NOT generally recommended for regular use by staff/crew but may be required by gear handling and other specialist crew. Staff/crew should rather wash their hands frequently or use an 70% alcohol-based hand sanitiser.
- (b) Note that food handlers (e.g. catering/craft staff) should continue to wear disposable plastic gloves as usual and should adhere to all food safety handling measures and removal of PPE guidelines.

8. VENTILATION

Maximise natural ventilation in workplaces/stores. This can be done, for example, by leaving a back door open with a security gate on, or opening windows, or using fans.

9. STAFF BATHROOM FACILITIES

- (a) Encourage staff to wash their hands by displaying appropriate signage
- (b) Ensure that there is water and soap available for hand washing. Contactless tap systems or taps that can be operated with elbows are preferred.
- (c) Do not use shared towels in the bathroom. Rather make use of paper towels that can be disposed of into sealed bins (operated by a step).
- (d) Ensure that bins are large enough to hold multiple paper towels and/or empty the bins frequently.

10. HANDLING OF WASTE

- (a) Waste from waste containers should be disposed of into plastic bags and sealed before discarding into the general waste for refuse collection.
- (b) Staff handling waste must wear utility gloves and face masks when emptying the waste containers.
- (c) Waste handlers and cleaning staff should wear closed shoes.
- (d) Medical waste must be dealt with in terms of applicable medical waste protocols.





11. RECEIVING GOODS FROM SUPPLIERS

- (a) Drivers should remain in their vehicle as far as possible.
- (b) Physical distance should be maintained when receiving goods.
- (c) Drivers/drivers assistants must use a 70% alcohol-based hand sanitiser before handing over any goods/equipment.
- (d) Ensure regular hand washing/use of a 70% alcohol-based hand sanitiser amongst delivery and receiving staff.

12. DAILY CLEANING ROUTINES

- (a) The Covid Compliance Officer will be responsible for ensuring daily sanitising of the workplace.
- (b) Sanitising of the environment needs to occur before commencement of work and during the day and after wrap each day.
- (c) There must be dedicated cleaning staff to sanitise and clean spaces regularly during the day
- (d) Frequently interacted with and touched surfaces and objects should be cleaned and disinfected regularly.
- (e) Use soap and water to clean areas where possible. Then disinfect with a dilute bleach solution. Dilute 20ml of bleach per litre of water.
- (f) If an area cannot be cleaned with soap and water, then wipe down the area carefully with a 70% alcohol solution.



13. ADMINISTRATIVE, PRE AND POST PRODUCTION SERVICES STAFF

- (a) Where possible, administrative pre and post production staff should be allowed to work from home
- (b) If work from home is not possible, the number of staff in a workspace must be minimised and subject to physical distancing guidelines.
- (c) Non-essential Visitors/staff/cast/crew to any Workplace should be minimised wherever possible
- (d) All visitors must be made aware of all prevention measures upon arrival at the Workplace and be required to fully comply with all prevention measures.
- (e) Location scouts, unit managers and/or any staff undertaking recess, pre-production planning and activities at any location/site/facility must comply with all Covid-19 curtailment measures and requirements applicable to such site/location/facility. Should there be any uncertainty about the Covid-19 curtailment measures applicable to any site/location/facility, the measures contained in this document should be applied pending clarity being obtained from the persons responsible for the location/site/facility.





14. CATERING/CRAFT PROTOCOLS

- (a) Work shifts and break times should be staggered so as to minimise the number of staff/cast/crew in any catering/craft area, break room or canteen at a time.
- (b) Where possible (depending on the specific facility and weather) encourage staff/cast/crew to spend their breaks outdoors and remind them to continue to practice physical distancing.
- (c) Display signage encouraging staff to wash their hands thoroughly before eating and to maintain physical distancing.
- (d) Ensure that there is a wash basin and soap available in the break room for staff to use.
- (e) Clean all surfaces thoroughly and frequently.

15. SELF-SERVICE FOOD STATIONS

- (a) Self-service food stations in which food items are left partially covered or uncovered so that customers can help themselves are prohibited.
- (b) Only pre-packed lunch boxes to be distributed.

A nighttime photograph of a cityscape in Cape Town. On the left, a tall, modern glass skyscraper is illuminated with blue lights and features the 'FNB' logo. In the center, a construction crane stands near a building under development. To the right, a multi-story residential or commercial building with balconies is visible. The foreground is filled with lush green trees and a street with some cars and streetlights. The sky is a deep blue.

16. LOCATIONS / TECH SCOUTING

- (a) Scouting should be done virtually as much as possible.
- (b) Schedule the tech scouting as early as possible.
- (c) Digitally distribute tech scout packets.
- (d) Give consideration to size and space when deciding among location options.
- (e) Carefully consider the number of locations that get in-person director scouted.
- (f) Self-drive when possible.
- (g) When carpooling, everyone must wear facemasks and comply with Dept of Transport Regulations etc.
- (h) Consider renting multiple vehicles to allow distance between seats.
- (i) Try to maximise space and air flow when designating spaces for a shoot.
- (j) Drivers should wipe down inside vans (seats, handles, etc.) inside and out every time people exit the vehicle.

17. LOCATIONS DEPARTMENT

- (a) Sanitise locations thoroughly before and after use.
- (b) Choose disinfectants carefully in order to avoid damage.
- (c) Permit applications should go in as early as possible in case of new regulations.
- (d) Consider permitting backup locations in the event that a location pulls out or becomes unavailable.
- (e) Consider use of base camps to limit number of persons on set and to promote social distancing
- (f) Provide alternative lodging to house occupants for the duration of the shoot, including pets.
- (g) Increase space for social distancing.
- (h) Provide sensor-activated soap dispensers, hand dryers, etc. to locations when available.
- (i) Provide washing stations when there is no access to running water.
- (j) Have one individual to handle, put up and take down all location signs.
- (k) Limit sets to essential personnel only, avoid additional visitors when possible.
- (l) A daily on-site register of all persons entering the location must be kept and include full contact details.





18. TRANSPORTATION

- (a) Where possible all staff, cast and crew must use their own transport
- (b) For those without their own transportation, transport must be provided in terms of latest Dept of Transport guidelines.
- (c) All transportation staff must be regularly briefed on latest regulations pertaining to transportation.
- (d) Any transport arranged by production management must ensure that the driver and all occupants wear facemasks.
- (e) Operators must ensure that all transport vehicles doors and window handles, armrests and handrails are sanitised after every load and passengers sanitised before entering the vehicle.
- (f) Ensure one driver is assigned per vehicle for the duration of prep and wrap.

19. ART DEPARTMENT

- (a) Ask owner of the location to reduce personal items until after wrap.
- (b) Make decisions on the tech scout, get approvals as early as possible.
- (c) Consider potential value of prep and strike days. This may be combined with location cleaning requirements.

20. ELECTRICAL, GRIPS DEPARTMENTS

- (a) More gear may be required to ensure people do not share gear.
- (b) Grip gear should only be handled by the grips department.
- (c) Consider ordering additional gear and assign gear and stands to other departments.



21. HAIR AND MAKE-UP

- (a) PPE must be worn for the duration of person-to-person contact.
- (b) Face shields should be worn by the Make-up Artists and/or Hair Stylists.
- (c) Make-up stations should be a minimum of 1.5 metres apart.
- (d) Talent and make-up artist should wash their hands with soap before and after session.
- (e) Use disposable make-up kits and brushes and dispose of the kit after each application.
- (f) Mix make-up on a disposable palette and use only one brush, applicator, etc. per actor.
- (g) Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solutions.
- (h) Possibly assign brush / combs to each actor so as not to cross contaminate.
- (i) Where possible consider having the actor/s arrive having done their own make-up/hair.
- (j) Avoid touch ups unless absolutely necessary.
- (k) Avoid hair and make-up for secondary/back up actors unless absolutely necessary .

22. WARDROBE DEPARTMENT

- (a) Where practical costumes/work clothes should be left at the store and laundered in bulk using standard safety precautions during laundering.
- (b) If it is not feasible to leave costumes/work clothes at the workplace for laundering then advise staff to remove their costumes/work clothes at the workplace and place in a plastic bag. They should wash their hands after taking off the costumes/work clothes. They should then clean the costumes/work clothes by washing it in warm water at home.
- (c) If it is not feasible to change their clothes at work, then staff should remove their work clothes immediately when they get home and place them in a washing basket. They should wash their hands after removal of the work clothes. Where practical, staff/cast/crew would need sufficient costumes/work clothes to allow for a daily change of costumes/work clothes.
- (d) Wardrobe fittings should be conducted remotely via Facetime, Zoom, Skype, etc.
- (e) Wardrobe planning should be done ahead of shopping and pulling from rental houses.
- (f) Only the wardrobe department should handle clothing, etc. until it is decided what an actor will actually try on.
- (g) Use gloves and mask when looking through garments in rental houses and retail stores.
- (h) Book talent as early as possible, and get sizes as early as possible.
- (i) Costumes and outfits should be bagged up individually, per performer.
- (j) Seek permission from Clients to allow actors to keep purchased wardrobe.
- (k) When possible, actors should arrive in their own wardrobe.
- (l) Disinfect jewellery and glasses in-between use.



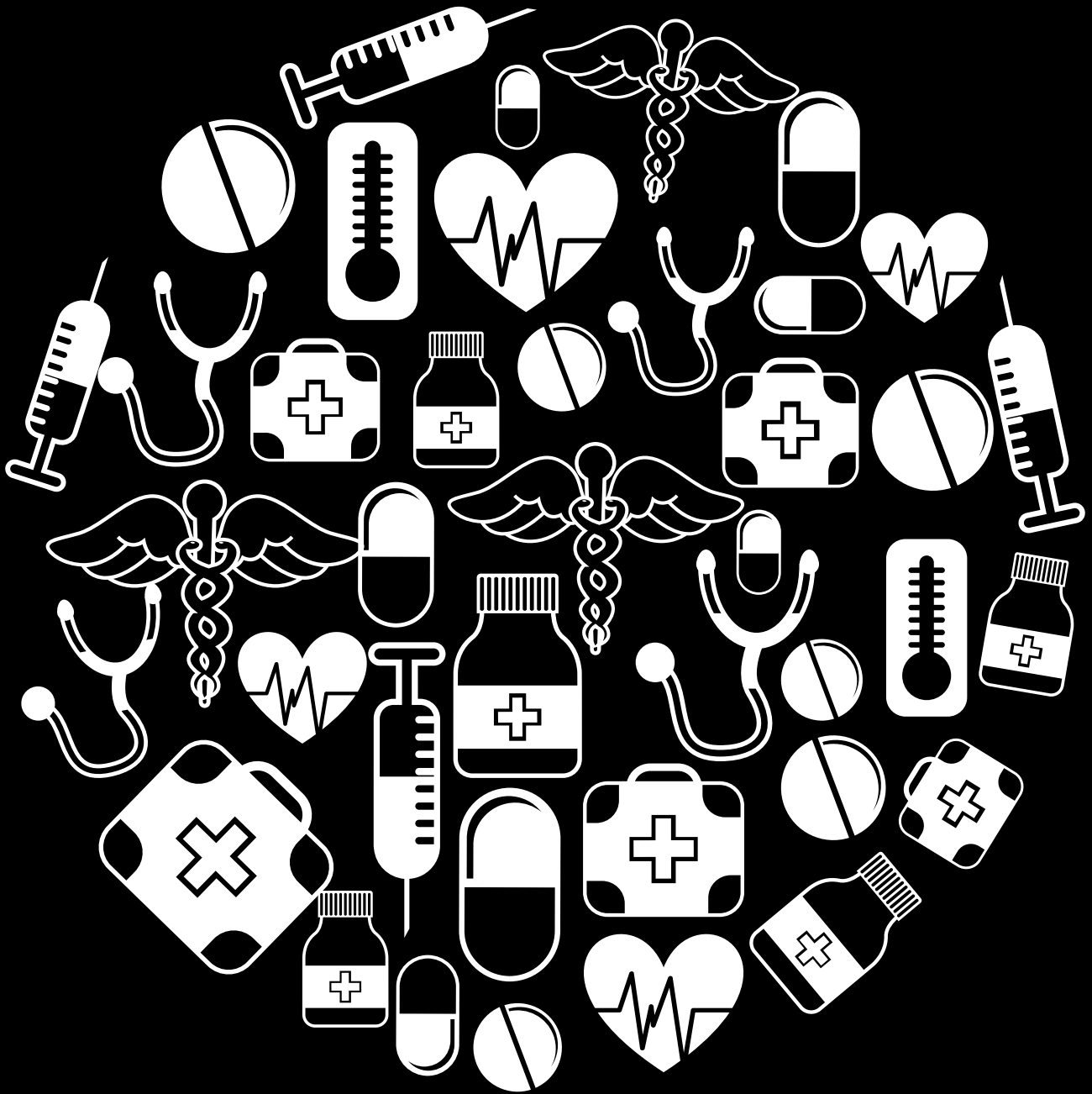
23. CAMERA DEPARTMENT

- (a) Crew doing pick-ups must handle cases with gloves.
- (b) Cases should be wiped down before loading into vehicle.
- (c) Only camera personnel should handle camera gear including carts, cases, tape, etc.
- (d) Personal equipment should be wiped down upon arrival and before departure each day.
- (e) Camera crew personnel should each have their own non-shareable camera kits.
- (f) Camera prep should be isolated in a separate area.

24. SOUND DEPARTMENT

- (a) Disinfect equipment before and after each use.
- (b) Label mics with the name of the user.
- (c) Disinfect mics and transmitters before and after each use.
- (d) Replace mounting components that cannot be thoroughly cleaned.
- (e) PPE should be worn for the duration of person-to-person contact.
- (f) Utilise boom-only audio when possible.
- (g) Some multi-talent scripts may require a second Boom Operator.





25. MEDICAL PERSONNEL / SET MEDIC

- (a) A medic may be designated as the Covid19 Compliance Officer - subject to such responsibilities not derogating from the medic's primary role and functions on set.
- (b) Additional on set medics may be needed to screen crew, cast, extras, service providers, visitors, etc.
- (c) Medical personnel should take temperatures/check medical credentials/approvals and monitor staff, cast and crew.
- (d) Medical personnel should patrol the set and proactively consult with personnel and ensure that all SOPs are being adhered to.

26. ON-SET COMMUNICATION

- (a) Devices (radios, phones, loud-hailers, etc.) should be signed out the day before for quick distribution on the shoot day.
- (b) Devices should be individually bagged and handed to the user in their bags.
- (c) No sharing of devices.
- (d) Replacement batteries should be disinfected in between uses, bagged, and handed to the crew as needed.

28. ACTORS

- (a) Consider a temporary clear barrier between actors while establishing marks and positions and remove last minute.
- (b) Consider alternate shot set-ups, camera angles, lenses, etc.
- (c) For intimate scenes, talent should have to test negative for the virus and be able to produce results.

30. EXTRAS

- (a) The number of Extras required must be carefully considered.
- (b) Ensure enough space, tables and chairs for Extras holding areas to promote social distancing.
- (c) Provide one pen for each Extra to execute paperwork and instruct them to not share.

27. VIDEO VILLAGE SET UP

- (a) Chairs should be disinfected before and after people sit down.
- (b) Directors chairs to be plastic chairs as they are easier to disinfect.
- (c) Video Village should be set up outside if possible.
- (d) Additional monitors should be set up to allow for social distancing.
- (e) Each person that needs to view the scene should be provided a separate monitor distanced appropriately apart.

29. MINORS AT THE WORKPLACE

- (a) Be sure to have PPE that will fit minors.
- (b) Ensure appropriate PPE and social distancing for chaperones
- (c) Where possible provide a separate area for minors and their chaperones to practice social distancing in the workplace.
- (d) No make-up unless absolutely necessary.



31. CONTACT DETAILS

Western Cape Department of Health / Provincial Covid-19 hotline

Tel: 021 928 4102

Film Permit Office

Tel: 021 417 4025 • Email: Film.Permits@capetown.gov.za

Film Cape Town

Email: Film.CapeTown@capetown.gov.za • Website: www.filmcapetown.com

32. USEFUL LINKS

World Health Organization

- <https://www.who.int/publications-detail/considerations-for-public-health-and-social-measures-in-the-workplace-in-the-context-of-covid-19>
- <https://www.who.int/publications-detail/contact-tracing-in-the-context-of-covid-19>
- <https://www.who.int/publications-detail/cleaning-and-disinfection-of-environmental-surfaces-in-the-context-of-covid-19>

National Institute for Communicable Diseases (NICD)

- <https://www.nicd.ac.za/>
- <http://www.nicd.ac.za/diseases-a-z-index/covid-19/covid-19-communication-resources/>

American Chemistry Council's (ACC) Center for Biocide Chemistries -Novel Coronavirus (Covid-19)

– Fighting Products

- <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>

National Institute of Occupational Health

- <http://www.nioh.ac.za/national-resources/>
- http://www.nioh.ac.za/wp-content/uploads/2020/05/HSPractioner-guide_1May2020.pdf
- <http://www.nioh.ac.za/wp-content/uploads/2020/05/Covid-19-Worker-Risk-Assessment-guide.pdf>
- <http://www.nioh.ac.za/wp-content/uploads/2020/03/g-DoEL-Workplace-Preparedness-Covid-19-Guidelines-22March2020.pdf>

ANNEXURE A

COVID-19 OUTBREAK FACILITY SCREENING FLOW CHART

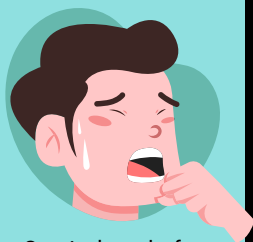
INFECTION, PREVENTION & CONTROL



Handwashing or hand sanitising station should be available at facility entrance



Surgical masks for screening staff



Surgical masks for all clients with cough before they enter the facility

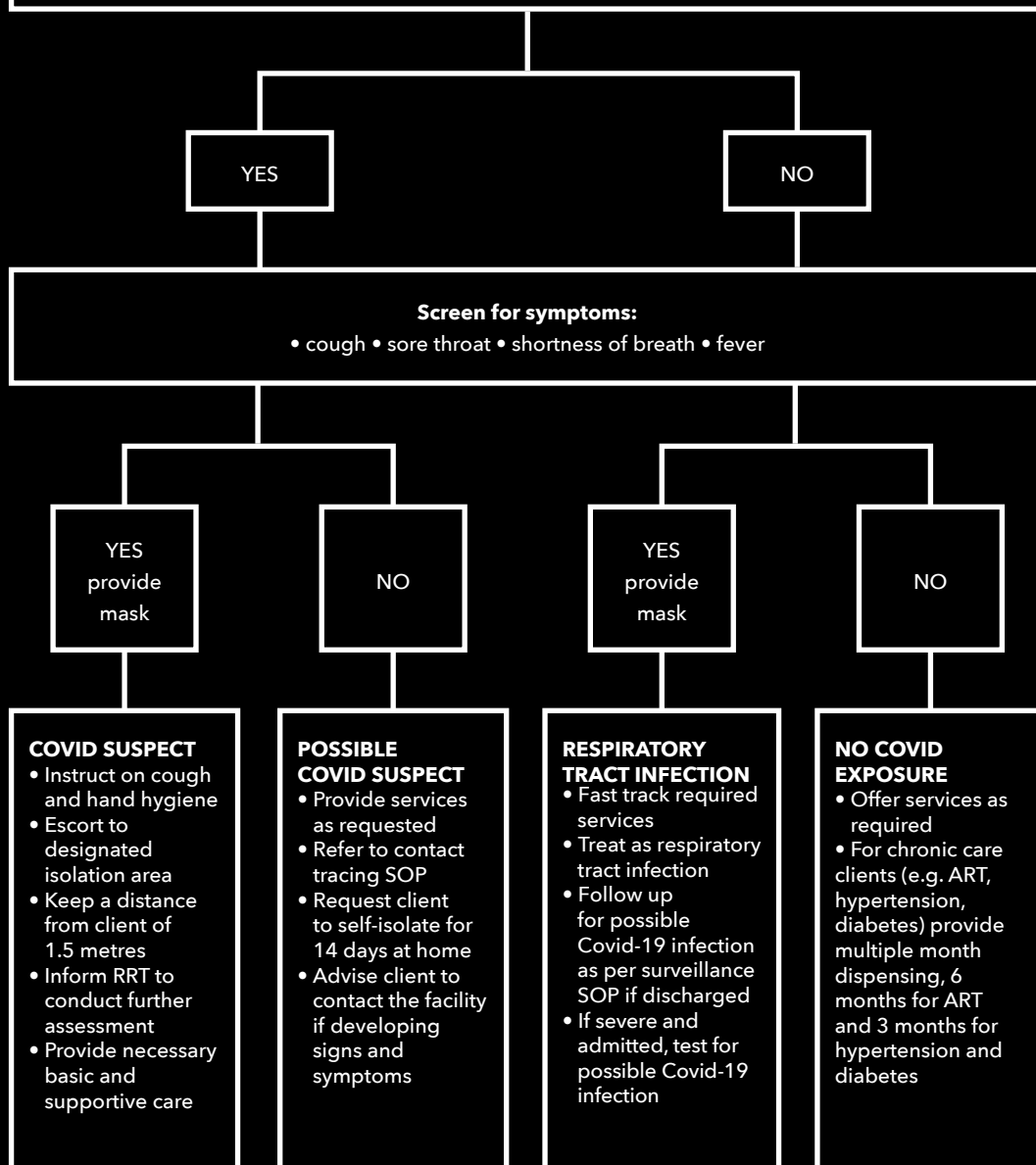


Full protective clothing for HCW that will provide care to a Corona suspect going to isolation

1. Screen ALL clients for high temperatures.
2. Interview and visually observe for signs of illness.
3. Interview clients travel history to/from affected countries within previous 14 days.
4. Interview clients for possible contact with confirmed Covid-19 patients.

SCREENING QUESTIONS TO IDENTIFY COVID-19 SUSPECT

1. Have you been out of the country in the last 2 weeks?
2. Have you been in contact with somebody with a confirmed Coronavirus case?



STANDARD PRECAUTIONS

Standard Precautions recommended measures for suspects include the following:

1. Ask the patient to wear a medical mask and move them to a single room with the door closed
2. Staff entering the room should use standard precautions - including wearing a fit-checked P2 respiratory (or a N95) mask, disposable gown, gloves and eye protection - in addition to standard precautions.
3. Ensure that the patient, potentially contaminated areas, and waste are managed appropriately.
4. Cover nose and mouth during coughing or sneezing with tissue or flexed elbow for others.
5. Perform hand hygiene after contact with respiratory secretions.
6. Rational, correct, and consistent use of available PPE helps to reduce the spread of the pathogens.
7. These precautions should continue if the patient is admitted and moved (maintaining infection control) to another hospital area.

Standard Precautions for Contact and Droplet precautions for suspected Covid-19 infection:

1. Place patients in adequately ventilated single rooms
2. When single rooms are not available, can put patient in one room maintain the distance of at least 1.5 metres between beds. As much as possible avoid mixing together of suspected and Confirmed cases.
3. Apply Infection prevention and control measures when providing health care where Covid-19 infection is suspected, the Interim Guidance in addition to Standard Precautions, all individuals, including family members, visitors and HCWs should apply Contact and Droplet precautions is to:
 - Place patient beds at least 1.5 metres apart;
 - Use a medical mask;
 - Use eye/facial protection (i.e. goggles or a face shield);
 - Use a clean, non-sterile, long-sleeved fluid resistant gown;
 - Use gloves;
 - Use either single use disposable equipment or dedicated equipment (e.g. stethoscopes, blood pressure cuffs and thermometers). If equipment needs to be shared among patients, clean and disinfect between each patient use (e.g. ethyl alcohol 70%);
 - Refrain from touching eyes, nose or mouth with potentially contaminated hands;
 - Avoid the movement and transport of patients out of the room or area unless medically necessary;
 - Use mobile equipment as much as possible to minimise shifting of patients. eg portable X-ray;
 - If transport is required, use pre-determined transport routes to minimise exposures to staff, other patients and visitors and apply medical mask to patient;
 - Ensure that HCWs who are transporting patients wear appropriate PPE as described above and perform hand hygiene; refer to transport SOP;
 - Notify the receiving area of necessary precautions as soon as possible before the patient's arrival;
 - Routinely clean and disinfect patient-contact surfaces;
 - Limit the number of HCWs, family members and visitors in contact with a patient with suspected Covid-19 infection;
 - Maintain a record of all persons entering the patient's room including all staff and visitors.



IT'S A WRAP!



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD



MAKING IT HAPPEN