

EDICIS COVID-19 PRODUCTION PLANS

28TH OCTOBER 2020



GOVERNMENT GUIDELINES

Commercial production is not a sector which has been required to legally close as a result of COVID-19. On 11th May 2020, the government published its suite of "COVID-19 Secure guidelines". These comprise of a general "5 steps to working safely" document plus eight, more detailed guidance notes focusing on specific work environments. The five steps to working safely are;

1 CARRY OUT A COVID-19 RISK ASSESSMENT

2 DEVELOP CLEANING, HANDWASHING AND HYGIENE PROCEDURES.

3 HELP PEOPLE WORK FROM HOME.

4 MAINTAIN TWO METRES SOCIAL DISTANCING, WHERE POSSIBLE.

5 WHERE PEOPLE CANNOT BE KEPT TWO METRES APART, MANAGE TRANSMISSION RISKS AS PER THE KEY PRINCIPLES SECTION BELOW.

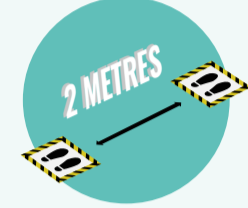
NB: These guidelines are applicable as of 6th July 2020 and based on law and guidance for filming in England



KEY PRINCIPLES

The purpose of social distancing, increased cleaning of hands and surfaces and the use of PPE, is to break transmission of the virus and reduce the risk of infection.

We should operate on the basis that we all have the potential to be asymptomatic carriers and must adhere to the safety principles to minimise risk. Therefore, the following essential rules are based on current UK Government guidelines, and must be adhered to:



MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE – TWO METRES APART.



WASH YOUR HANDS WITH SOAP AND WATER, OR HAND SANITISER (CONTAINING AT LEAST 60% ALCOHOL) IF SOAP AND WATER ARE NOT AVAILABLE, FOR AT LEAST 20 SECONDS AS OFTEN AS POSSIBLE.



COUGH AND SNEEZE IN THE CROOK OF THE ARM OR INTO A TISSUE AND BIN IMMEDIATELY.



REPORT COVID-19 SYMPTOMS TO EMPLOYER.



WORK FROM HOME WHERE POSSIBLE

Where the social distancing guidelines cannot be followed in full, productions should take all the mitigating actions possible to reduce the risk of transmission by:

- o Considering whether an activity needs to continue for the business to operate.
- o Keeping the activity time involved as short as possible.
- o Using screens or barriers to separate people from each other.
- o Using back-to-back or side-to-side working whenever possible.
- o Staggering arrival and departure times.
- o Reducing the number of people each person has contact with by using 'fixed teams or partnering'.



EDICIS' ADDITIONAL ACTIONS

The following points are actions being taken by Edicis over and above Government guidelines to ensure the safety of all people involved in our productions. They will be constantly reviewed and updated.

The number of people on location should be kept to a minimum. Anyone – production staff, cast, crew, agency and client – who is not absolutely necessary to have at the location should not attend. Furthermore, every person who will be attending the location – because it is necessary that they do so – shall sign the 'Edicis COVID-19 Health Declaration Form' before arrival.

PRE-PRODUCTION

- Edicis will advise where required as to how to create a treatment that can be shot in compliance with these guidelines, so it can be produced.
- Get agency/client approvals as soon as possible, so any creative decisions can be finalised in advance, to reduce last minute changes on shoot days.
- Encourage early confirmation of projects to allow for additional prep time.
- All pre-production processes to be managed remotely.
- Callsheets and shooting schedules will be delivered electronically to people's personal devices rather than sharing printed documents.

BUDGET AND CONTRACT

- Costs to cover the requirements of compliance will be factored into quote.
- Should regulations change, allowances need to be made by agency/client to accommodate these if the production incurs further costs, since insurance will not assist.
- Anyone attending the shoot will be required to sign the 'Edicis COVID-19 Health Declaration Form'
- The production will be planned to minimise COVID-19 related disruption risks. This includes
 - ⚠ Making provisions for what happens in the event of such disruption.
 - ⚠ Having an agreement with the agency by which the agency will meet such costs (according to the terms of such agreement) because insurance will not cover COVID-19 risks to the production.

THE SHOOT – GENERAL

- Call times to be staggered where possible to avoid congestion
- The unit will be kept as small as possible and number of crew/agency/cast on set at any one time minimised.
- All crew to wash and thoroughly dry hands on arrival and during the day at regular intervals
- Provide clearly visible and spacious hygiene stations for washing, with plentiful supplies of alcohol-based hand sanitizer and wipes.

LOCATION

- Install space markers where possible and one-way routes to minimise interaction.
- Location to share their COVID-19 preparedness plans.
- Locations to be cleaned prior and after shooting.
- Arrange video-conferencing facility relaying video to agency/client.
- Masks and gloves available for all attendees as required c/o the production.
- Location to be well ventilated where possible.
- Display COVID-19 health and safety posters around the set.

WARDROBE, HAIR AND MAKE-UP

- Talent to provide own wardrobe and dress themselves wherever possible.
- HMU department to utilise disposable kit where possible.
- Kit should remain unique to each artist.
- Talent to do their own touch-ups where possible.

CREW – GENERAL

- All crew to notify producer if they develop symptoms.
- Crew will not be confirmed until they have signed the 'Edicis COVID-19 Health Declaration Form'
- All crew will be provided with an email confirmation of their engagement for them to produce if the police question them on their travel to the location.

TECHNICAL CREW

- Boom sound where possible, or train talent to apply mics themselves if booming not feasible.
- Camera team to wear appropriate PPE if breaking social distancing around camera.

EQUIPMENT

- All equipment to be thoroughly sanitised in advance, in accordance with the manufacturer's protocols.

CATERING

- Crew to provide their own meals, with a per diem provided where necessary.
- Everyone must wash their hands before entering any catering/dining area.
- Dining space requirement to ensure at least two meters space to be observed between people.
- Break and mealtimes to be staggered.
- Disposable, recyclable plates and cutlery to be provided.
- Where possible hot drinks and water stations to be available.

TRAVEL

- Crew to drive themselves to set (one person per car) and be dissuaded from using public transport where possible.
- Anyone arriving to the UK after 8th June 2020 must self-isolate for 14 days, so should not attend set.

HEALTH AND SAFETY – GENERAL

- Risk assessment carried out in advance by COVID Supervisor
- All crew and talent to provide contacts for family/household in case of emergency on the day of shooting.
- Individuals on the shoot will be contacted subsequently in the event that fellow workers/talent are found to have contracted COVID-19 within the two weeks following the shoot.
- If anyone suffers COVID-19 symptoms on set, they should inform the producer, isolate and seek medical advice.
- If COVID-19 symptoms occur while at home, or the individual receives notification via the NHS Track and Trace system, the individual should isolate for 14 days and notify production immediately, who in turn will need to identify other crew, cast, agency staff and contributors who are deemed to have been in close contact and ask them to monitor their own symptoms.
- Avoid sharing hand tools and personal property – crew must all be responsible for the safety and sanitation of their own items.

PPE AND SANITISATION

- Production to consider having supplies of PPE where available and after an assessment of risk;

- **Tier 1 – basic PPE: masks and gloves**
 - Face masks and gloves should be worn as often as possible
 - Face masks should be regularly changed and cleaned, especially if they become wet
 - Gloves are only a 'second skin' and therefore wearers need to continue to apply hygiene precautions (not touching their face)
 - Gloves should be hygienically disposed of and a new pair used as frequently as possible
- **Tier 2 – enhanced PPE: including visor and covering suit**
 - For those who need to break two metre distancing and for a length of time to carry out their duties

- Provide covered bins for safe disposal of tissues and PPE
- Talent to only remove PPE when essential
- Clearly visible and spacious hygiene stations for washing, with plentiful supply of hand sanitiser and wipes.

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