CPI
Commercial
Producers
Ireland

FILMING PROTOCOL COVID 19

CPI members as part of our daily business, assess and mitigate risk to our clients, suppliers and staff and as such we wish to reassure that our members put public health first

We are committed to personal safety on set. We abide by all HSA, EU and Government advice and regulations, and now update our protocols to recognize the challenges faced during the Covid-19 pandemic, and to include the “Return to Work Safety Protocol - Covid-19 Specific National Protocol for Employers and Workers” published by the Government of Ireland on 9 May 2020

While we deal with this particular global crisis, we are instigating the following criteria to mitigate against infection and contagion. This is a live document and will be updated as new information becomes available and/or regulations change. Please make sure to use the most up to date document only which is at **http://www.commercialproducersireland.com**

Remote Working

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Remote working will be the default practice in all cases where practicable

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Pre-production meetings will be conducted remotely

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All casting will be conducted remotely

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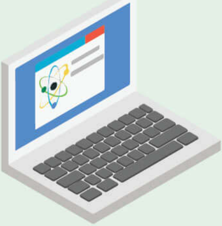
Personnel numbers on set will be minimized across all groups - client, agency, cast and crew to essential persons only

Props will be presented on digital platforms

Wardrobe fittings attended only by the cast members and the wardrobe team, with social distancing observed. Fittings to be presented on digital platforms



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Video assist will be securely streamed in real time to agency and client personnel

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Dedicated on set wi-fi network to ensure real time production communication for director/agency/client communication

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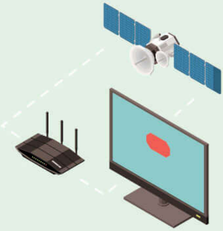
Post Production members to provide remote post production and audio services via technicians working at home, or in isolation within the facility where WFH is nor feasible



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Post Production members will provide engineering support to remote sessions to ensure dealine deliveries

General Common Sense Practices

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No sharing of pens or other similar items

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Time will be built into the daily schedule for each department to 'step in, step out' at a time

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No printing - all information will be distributed digitally

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For the duration of this phase, we recommend that minors are not cast in TV commercials, unless they are part of a family household, until further notice

Equipment / Props / Wardrobe

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CPI members will advise where equipment may be difficult to provide due to import restrictions, and suggest locally sourced alternatives

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The number of equipment rental houses used on each production will be reduced where possible and will be asked to guarentee supply sanitation

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Use existing props and wardrobe as longas the bigger retailers remain under restriction

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Cast to use own wardrobe where possible

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All props and wardrobe to be sanitised before and after use

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We will consider potential value of prep and strike days (This may be combined with cleaning requirements)

Sanitation

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Production must ensure appropriate hand hygiene facilities are in place (soap/water; alcohol based rub as appropriate/practicable)

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All crew must ensure they are familiar with and follow strict hand hygiene and respiratory hygiene practices

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Sanitation procedures will be comprehensive across all supply lines

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Where necessary additional prep time will be included for crew including but not limited to prop personnel to clean all props with appropriate disinfectant before and after filming

2nd AC to disinfect all camera equipment before and after filming

Grip to disinfect equipment before and after filming; etc

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Dedicated person/s on set to ensure sanitation stations are replenished and monitor social distancing

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Future budgets will include an on-set sanitation department including but not limited to on-going sanitation of water stations, honey wagon, backstage areas (e.g make up/hair/wardrobe)

27

Equipment wipes will be available on set throughout the day

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Additional time will be added to the shooting day to allow for regular cleaning of camera and other equipment where there is close and regular contact

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Soapy water/individual cloths or disinfectant wipes will be provided on set entry and exit for personal equipment that crew may need to bring to film set

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Designated area for all crew and set

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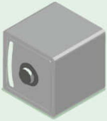
Appropriate shoe baths will be placed at set entrances

personnel to store personal belongings securely. This requirement will extend to phones from non-essential crew and suppliers



Crew

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All cast and crew will be asked to confirm in writing prior to the shoot that they have not travelled in the 2 weeks prior to the shoot; that they do not have any Covid-19 related symptoms; that they have not been diagnosed with confirmed or suspected Covid-19 infection in the last 2 weeks; that they are not a close contact of a person who is a confirmed or suspected case; that they have not been advised by a doctor to self-isolate; that they have not been advised by a doctor to cocoon; that there are no other circumstances relating to Covid-19, not included on the form, which may need to be disclosed to allow their safe admittance to set. This request will be done abiding by GDPR regulations

36

Back up cast members and extras to be in place in case required

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Any shoot attendee who feels unwell prior to the shoot must contact the production company for replacement. The production company will undertake to provide written confirmation of a crew booking that a crew member was unable to fulfil due to feeling ill to assist in claiming of Covid illness benefit payments where applicable

37

Prior to commencing work on a project, all personnel/shoot attendees will be advised that while the production company is making best efforts to protect everyone nothing is failsafe and if they contract COVID-19 the production company is not liable

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All crew members be to contacted 24 hrs in advance of call to confirm that they are well and free of symptoms

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Key crew may need to be swapped out on occasion due to symptoms/illness.

On Set

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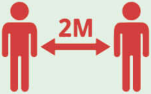

2 metre physical distancing to be observed

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Call times to be staggered to mitigate against crew arrival congestion

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Create a clockwise pathway for all personnel to enter and exit the set at all times

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All shoot attendees must undergo temperature checks before entering set by the on-set paramedic. Anyone with a high temperature cannot enter set or unit base.

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A paramedic will be on set to assess anyone feeling unwell to limit exposure from any possible carriers

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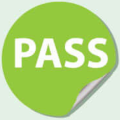

Crew to be issued with an identifier once they pass temperature screening - for instance wearing of a green sticker for clear screening identification

43

Temperature screening to be conducted throughout the shoot day/s

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Any shoot attendee who feels unwell during the course of the shoot must immediately report to the on-set paramedic who must report to the production company producer – a holding area must be identified in advance where anyone feeling unwell can be immediately isolated from the unit

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Essential personnel only on set, managed by the safety officer and 1st AD

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All other crew members to remain off set and observe social distancing

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Crew to wear PPE as appropriate. It should not take the place of other preventative measures e.g. meticulous hand hygiene, respiratory etiquette and physical distancing

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Camera to be positioned a minimum of 2 metres from talent at all times.

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Holding areas for extras and cast to be increased to minimize contact

1st AC to operate using remote focus

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Make up & hair vehicle and wardrobe vehicle to be separate trucks if required to ensure social distancing. At least 2m space to be adhered to between people. Number of trucks required will depend on number of cast

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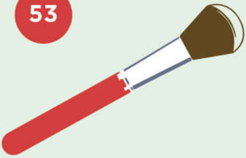

Make-up department to step up cleaning protocols and use single-use brushes and applicators. All other equipment must undergo deep cleaning prior and post any shoot

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Talent should undertake their own make-up “minor touch ups”

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Art department to increase cleaning of props and surfaces throughout the shoot and between takes

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Standby props to ensure increased hygiene practices, and no sharing of hand tools

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Hygiene practices to be increased where product consumption shots are a requirement

Radios

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Radios should be signed out the day before for quick distribution on the shoot day

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Radios should be individually bagged and handed to the user in its bag

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No sharing of radios

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Replacement batteries must be disinfected in between uses, bagged, and handed to crew as needed

Risk Assessment

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CPI company owners will undertake WHO Covid 19 detection and management training. H&S consultants and 1st AD's are also being encouraged to undergo WHO online training

Health and Safety consultant/qualified risk assessor to attend tech recces and consult at the prep stage

Full risk assessment will be carried out by a Health and Safety consultant /qualified risk assessor during prep to advise of any 'flash points'

65

Good hand hygiene, cough and sneeze etiquette to be noted on all production paperwork, and postered around set

66

Production companies to provide each shoot attendee a packet of tissues for this purpose. Dispose of tissues immediately into bins

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Safety inductions will be carried out as crew enter set

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Safety announcement at the beginning of each shoot day outlining increased sanitation requirements and improved hygiene procedures.

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Separate risk assessments for each department.

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CPI companies will keep a log of contact/group work to facilitate contact tracing

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Each department will be asked to keep a log of contact/group work to facilitate contact tracing which will be submitted to production on wrap

LOW
RISK
MODERATE
HIGH

Catering

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Crew will be advised to breakfast at home prior to arrival at set

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Meal breaks will be adjusted to suit the size of the crew and the situation to ensure social distancing e.g. breaks may need to be staggered

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Meals pre-packed to avoid contamination

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Craft table to be removed from set, boxed water station only

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Single use cups will be provided and all personnel asked to bring their own labelled reusable water bottles

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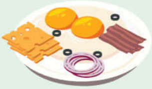

Catering should have capability to refill an individual's reusable water bottle brought to set without contact between refill source and bottle

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Additional dining bus/space requirement to ensure increased distance while eating with at least 2m space to be observed between people

Locations/Studio/Transport

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Local Crew to use own transport to get to work

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Where this is not possible, production will provide sanitised pick up vehicles

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Vehicle drivers must follow protocols of temperature checks

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Cleaning companies employed prior to, and immediately after, filming

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Use privately owned locations/studios when possible so they can be controlled by production for entry, exit and cleaning

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Production will, where possible/appropriate, provide alternative lodging to location owners for the duration of the shoot

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Private locations/Studios will be professionally cleaned when filming has ceased prior to handing back the location to the owner

86

The unit base will be placed as close as possible to set to minimize the need for transport to and from base

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Bring sensor-activated soap dispensers, hand dryers, etc. to locations when available

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If soap and water are not available, use/provide alcohol-based hand cleanser containing at least 60% alcohol

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Where filming is taking place on a public footpath or area, the set must be cordoned and coned off with support from security/An Gardai Síochána to assist members of the publicin maintaining social distance

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Provide adequate, suitable separate waste bags for used tissues and discarded PPE

Travel

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It is recommended that all shoots happen on shore for the moment

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It is recommended that filming take place within reasonable travel time to avoid accommodating crew members in hotels until further ease of restrictions.

Rushes / Post Production

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Where possible film footage uploaded directly to edit house

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Post Production members to provide remote post production and audio services

Whilst the above list attempts to be comprehensive, we acknowledge good guidance and common sense must be applied and utilise other sources of advice on this such as the World Health Organisation website: **https://www.who.int/health-topics/coronavirus**;
Health & Safety Authority **www.hsa.ie**;
HSE **https://www2.hse.ie/coronavirus/?source=banner-www**;
ECDC **https://www.ecdc.europa.eu/en/novel-coronavirus-china**
and our industry supported resource **closertogether.ie**

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