

## Factual/PSC/Structured Reality Location Sound COVID 19 Protocols 2021

### 1. PPE on Set

The PPE used on set will be discussed with, but decided and supplied by, Production however it is recommended that the sound team carry their own PPE kit consisting of face coverings (Mask and/or visor) and hand-sanitizer/anti bac wipes to use when cleaning your own equipment, for personal prep and for collecting your production supplied PPE.

Gloves should only be used in separate areas or on a per-task basis e.g., to rig a camera, then disposed of safely, a new set should be used when crossing over to another area. The same applies to washing hands between areas and kits.

If not using gloves\*, follow the government recommended hand washing procedure, and wash before and after every individual contact with shared kit or contributors.

When filming in interior locations, face coverings are worn where social distancing becomes challenging.

### 2. Preparation and Cleaning of Equipment prior to shoot

All audio equipment, including cables, will be cleaned down before arriving at the location. Radio mic packs are to be cleaned with isopropyl and placed inside a sealed plastic bag along with spare batteries and some consumables which is then passed over to the contributor so they can, if at all possible, mic themselves up.

Prepping the Gear and Cleaning Equipment.

Wash your hands.

Gather everything together.

Put the kit in one box or one side of a box with a physical separation between sides. We will designate this the **RED AREA**. Prepare the work area. Use anti-bacterial wipes, anti-bacterial spray or isopropyl (<70%IPA) depending on the surface you are cleansing. We will designate this the **GREEN AREA**.

Use Isopropyl whenever possible as this is widely recognised as being the most effective. Move kits out of the **RED AREA** onto the clean surface.

Anti-Bacterial spray should be used on plastic bags and any cloth or fur elements such as wind abatements.

Once cleaned, all items should be bagged into individual kits for the whole day's filming (lavaliere mic, transmitter pack, mount, adhesives, wind protection and spare batteries) sealed and moved into the **GREEN AREA**.

Wash your hands.

### **3. Protocols and PPE for Setup of Camera**

Wireless links, timecode boxes and any cables should be cleaned and gloves\* are worn or proper handwashing procedures followed; a face covering should also be worn whilst setting up the camera.

Cabling to the camera is to be avoided except for long term installations as it will be difficult to maintain social distancing and also when plugging and unplugging to avoid extra contact with the camera and camera team.

Social distancing should be maintained and the sound crew member should be left alone with the camera to set-up. Additional time needs to be factored in for this rigging and derigging procedure as crew's usual workflow will be affected.

Endeavour to minimise kit crossover between departments to minimise the risk of cross-contamination, work with the camera dept and production to decide what is required.

Consider the use of wireless IEMs for monitoring on documentary-style shoots with disposable or the user's personal headphones utilised to prevent cross-contamination.

Slates and Digi-slates should be cleaned and assigned to one crew member who is responsible for it for the duration of the shoot. It should then be returned to the sound crew at the end of the shoot for cleaning and prep for the next job.

### **4. Protocols and PPE for when the Sound Recordist is radio micing the contributor**

All equipment must be cleaned prior to use.

Additional time must be scheduled for radio micing and de-micing safely.

Equipment must be stored in a sealed bag or container to prevent contamination between cleaning and use.

Gloves must be worn or proper handwashing procedures followed before and after contact with each contributor.

Minimise talking during this process.

The use of face shields and a face covering whilst radio micing the contributor is suggested

The contributor should not be distracted whilst being mic'd up. No scripts or phones; so that everyone remains attentive to safety.

The equipment should not be handed to any other member of the crew, removed or left anywhere without the prior and explicit consent of a sound crew member.

#### **5. Protocols and PPE for guided radio mic'ing** (Contributor radio mic'ing themselves under the guidance of a Sound Recordist)

All equipment must be cleaned prior to use.

Equipment should be stored in a sealed bag or container to prevent contamination between cleaning and use. Prepped radio mic run-bags should contain the mic transmitter pack, mic mount or clip and stickies with cleaned spare batteries.

Although retaining social distance, the Sound crew member **MUST** be present to supervise the radio mic'ing procedure to guide the contributor; also, during any further interaction with the microphone or peripherals, including battery changes or re-attaching a dislodged mic etc.

The equipment should not be handed to any other member of the crew or removed or left anywhere without the prior explicit consent of a sound crew member.

Used equipment must be returned to the same bag or container it was received in by the contributor and then returned to the sound team for cleaning.

#### **6. Cleaning and preparation of equipment post shoot**

After the shoot, all kit should be returned to the **RED AREA** and stored until you are able to safely carry out the proper cleaning procedures.

Wash your hands.

Remove all kit from the **RED AREA**, disposing of any single-use items safely.

If you are working with the same on-screen talent/contributors for multiple days in one engagement, dedicate a kit to them and keep this kit together during the cleaning process. Each day they receive the same transmitter, lavalier mic – cleaned of course – as the day before. Consumables such as wind protection and stickies will be used once and disposed of after any time the mic is taken off its designated wearer.

Follow the directions in section 4 for proper cleaning. Wash your hands.

#### **7. Filming in Hospitals and high-risk environments are known to contain COVID-19 patients**

If filming in a known COVID risk environment then two separate sound kits should be used so that the 'Hot' kit is not moved back and forth between infected environments. Full covering PPE should obviously then be

used so that an individual's clothing is not exposed to the virus and then transfers it to the designated 'Clean' kit and clothing. At the end of filming period after the equipment is removed from the infected area and placed in flight cases and remain sealed for 72hrs. The cases should not enter the infected area so that the exterior of the case is not exposed to the virus. Wipe down the cases with an alcohol wipe before travelling home.

## **8. Protocols for staying safe whilst working**

Remove watches and other jewelry on the hands or wrists (other than a plain wedding band) during the shooting day to ensure easy and effective hand washing or the application of Hand Gel.

Do not handle equipment belonging to other departments, cases, bags etc. unless specifically asked to and ensure it is cleaned properly before handling it, wipe it clean again before passing the responsibility of the item back to the 3rd party.

Do not share food, water containers or utensils.

Maintain 2 meters social distancing, wherever possible.

Where people cannot be 2 meters apart, manage transmission risk.

Do not touch your face without washing your hands before and after.

Be aware of the need to provide your own food/hot drinks on location.

Ultimately you are responsible for your own safety. If you are put in a position or situation where you feel unsafe, or are being pressured to do things you are not happy with, or do something which you feel might endanger others, speak to the person/ people involved. If this doesn't resolve the issue, step away and take your concerns to the next level of management, contact your union rep or seek advice elsewhere on how to proceed

## **9. Travel**

Do not share vehicles unless no other option is available and, in that event, all steps must be taken to prevent cross-contamination. Gloves and a face covering to be worn and the vehicle must be cleaned afterwards.

Extra travel time should be considered for longer journeys as solo drivers may need to take extra rest-stops to be road safe.

If on a long drive from base to location and feel tired, pull into a safe rest area but attempt to minimise contact with others, i.e. At a service station do not join long queues for food/hot drinks. Use drive thru facilities

wherever possible. Pay at Pump options when re-fueling should be sort.

Do not carry equipment for other departments to prevent cross-contamination.

The use of public transport should be avoided to minimise the risk of infection to yourself and in turn to other crew, production staff, contributors and on-screen talent.

If you do not drive, request a black cab or equivalent from production which will have Perspex separation from the driver and sit in the back of the vehicle.

## 10. Developing symptoms

### Pre-Shoot

Keep yourself apprised of the latest government advice with regards to symptoms to be aware of and cleaning methods.

As a courtesy to Production, have replacement department members on stand-by to replace you or your team in event of an infection incident.

### Shoot

If a crew member develops coronavirus symptoms during the shoot this must be reported to their line manager/HOD and all Production and Governmental guidelines to be followed from thereon.

### Post Shoot

If you or a member of your team develops symptoms up to 21 days after the shoot contact your line manager/PM/designated contact on production to make them aware ASAP so they can contact trace everyone who came into contact with that crew member and inform them

\*See government guidelines about wearing gloves, how to safely use and disposal methods.

[h https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)