

THE NEST

post-production
& animation

Preen

cherryduckstudios

**Covid 19 health and safety policy for Preen,
Cherryduck Studios and The Nest Post-Production.
(prepared from government & APA guidelines).**

12th December 2021

Version 2.2

Cherryduck Studios and The Nest

The purpose of social distancing and 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.
- Wash your hands or use hand sanitiser 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 the employer.

1. Social distancing

- Maintain social distancing, i.e. everyone to maintain a distance of at least two metres from each other where possible (note this may not be possible for everyone, for example: the camera department / on screen talent (unless it is a socially distanced script) / hair and make-up).
- You are permitted not to socially distance. The Government, in addition to saying “it is important for business to carry on”, says social distancing (29th March) should be followed at work “where possible, maintaining a 2-metre distance from others”. That is crystal clear - it permits work with no social distancing where it isn’t possible to maintain social distancing. Of course other safety measures should be in place, including PPE where it is practical to use it.
- Use one way system, where it has been instigated.
- Only one person on the staircase at any one time.

2. Desk use, computers & studios equipment

- All equipment is supplied from Cherryduck Studios where possible and will be supplied pre-sterilised from the kit department. Gloves are to be worn when setting up and operating the equipment. Be aware rigging gloves may need to be worn instead or over PPE gloves for lighting and equipment that could potentially be hot. Equipment will be wiped down before being returned to the store.

- Computers and keyboards are to be wiped down once a day or in between each different user whichever comes first.
- Desk phones are to be wiped down once a day or in between each different user whichever comes first.
- Hot desking is discouraged, people should work within their own socially distanced work space. Desks and chairs are to be wiped down once a day or in between each different user whichever comes first.

3. Kitchen

- Kitchen facilities may be used, PPE gloves are to be worn when handling kitchen items. Residents are encouraged to prepare their own food at home and eat it outside the buildings or alternatively in their designated work space.
- Kitchen door to be left open at all times to reduce spreading through contact with the opener.

4. Meeting rooms

- Meeting rooms are available but 2m distancing must be observed. Patrons are encouraged to have virtual meetings where possible. Weather permitting, an outdoor meeting would be a preferable solution.
- Meeting rooms are to be wiped down once a day or in between each different user whichever comes first. Including tables, chairs, remote controls, door handles etc.

5. Office systems

- Building fresh air system input/output increase, to replace office air with fresh air constantly.
- Photocopiers to be wiped down after every use.

4. Toilets

- Toilets to be cleaned by user after every use – disinfectant and wipes distributed into every cubicle. Increase in spot checks by receptionist.

5. Travel

- There are no rules about travel but clearly travel by car is much safer as we are concerned about the health risks to people travelling in busy periods by public transport at this time. Free parking may be made available subject to availability.

6. Visitors and guests

- No one should be admitted to the premises if they suspect that they may have symptoms of Covid 19 or have had Covid 19 within the previous 14 days. • Any visitors or guests will be inducted into the work spaces by the receptionist in The Nest and the studio manager or nominated studio assistant by the studio manager in the studios facility. An explanation of do's and don't as per these guidelines should be explained.

7. Government guidance link:

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Shoot production

Advertisers Producers Association (APA) best practice guidelines:

The purpose of these guidelines is to enable production companies to take reasonable and practical steps to safeguard the health and safety of everyone attending a film shoot in relation to COVID-19 and to meet their obligations to do so under the Health and Safety at Work Act, and law, and Government regulations on COVID-19. Production companies have that responsibility which they can meet by following these guidelines.

In addition, everyone working on the production and attending it has responsibilities in respect of COVID-19. They too can meet them by complying with these guidelines. They will be updated regularly in response to feedback on how they work in practice, new Government law and regulation, and the potential availability of practical on-set COVID-19 testing.

In applying this guidance, productions must:

- Consider how decisions and policies may affect people with different protected characteristics (<https://www.gov.uk/discrimination-your-rights>) under the Equality Act 2010 (<https://www.gov.uk/guidance/equality-act-2010-guidance>) and assess whether any further adjustments should be made in respect of such individuals. Productions are also advised to explore any concerns raised by cast or crew about

attending the production, even in cases where protected characteristics do not appear to be relevant.

- Follow ICO guidance on storing data and testing (<https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/coronavirus-recovery-data-protection-advice-for-organisations/>). Ensure that the General Data Protection Regulation (GDPR) is observed, which will involve understanding suitable lawful bases, notifying people of any testing that is undertaken and completing a data protection impact assessment. (<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/data-protection-impact-assessments/dpias/>)

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GOVERNMENT GUIDELINES

The Government says: (Coronavirus (COVID-19): what you need to do) • Only go outside for food, health reasons or work (but only if you cannot work from home).

- If you go out, stay two metres (six feet) away from other people, where possible.
- Wash your hands as soon as you get home.

The Government has said carry on with business (and work at home where possible - but commercials cannot be shot at home, with very limited exceptions) while making clear that social distancing should be followed in the workplace "including, where possible, maintaining a two metre distance from others."

They clarified further:

"With the exception of organisations covered above [this refers to pubs, restaurants etc] in the section of closing certain businesses and venues, the government has not required any other business to close - indeed it is important for business to carry on." Source: Guidance for employers and businesses on coronavirus (COVID-19)

And, from the Health and Safety Executive, a governmental organisation: "Keep your business open. With the exception of some non-essential shops and public venues, we are not asking any other business to close - indeed it is important for business to carry on".

Source: Social distancing, keeping businesses open and in-work activities during the coronavirus outbreak

MEDICAL INFORMATION

Some medical context on COVID-19 (also read the WHO's dedicated FAQ): • The time between exposure to COVID-19 and the moment when symptoms start is commonly around five to six days but can range from one to 14 days.

- COVID-19 is transmitted from infected people's respiratory secretions (coughs/sneezes) reaching the nose, eyes or mouth.
- The most common symptoms are fever, coughing, sneezing and shortness of breath, less common symptoms are diarrhoea and abdominal pain.
 - Some people with COVID-19 suffer or show no apparent symptoms. Asymptomatic sufferers may still be infected and there is strong scientific evidence that they can transmit the virus too.
 - COVID-19 can also survive on surfaces and be transmitted from them.

KEY PRINCIPLES

The purpose of social distancing and 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 or use hand sanitiser 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.

APA BEST PRACTICES

These are recommendations as to how to structure your live-action production, over and above Government guidelines and, again, they will be constantly reviewed and updated. Productions should consider implementing the following:

- A clear system for the communication and dissemination of COVID-19 related information, including: > Signing of the Health Declaration Form in Appendix 1. > Remote pre-shoot briefing for cast and crew, and daily digital briefings/reminders where applicable. > Supplementary briefing to communicate any change in protocols and guidance
- Ask all recipients to acknowledge receipt of COVID-19 briefings, maintain dialogue about COVID-19 safe practice and ensure that cast and crew are able to ask questions.
- Set in place an appropriate way to identify any member of cast and crew who is at increased risk from contracting COVID-19 and discuss their participation with them in the context of their own approach to risk and the health advice from their own health professionals (with consent) and, if appropriate, any production medical advisor. UK Government definitions and guidance for those who are clinically vulnerable and clinically extremely vulnerable must always be followed.
- Set out clear procedures for instances of non-compliance with COVID-19 safe working: > A concise process to implement immediately if any cast or crew member

does not adhere to required COVID-19 safe practice; all cast and crew should be made aware of this before commencing work. Both pre-production and production are likely to take longer to enable compliance as a result of these measures. 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 to make the film should not attend. Every person who will be attending the location must sign the COVID-19 Health Declaration Form (Appendix 1). 6 We have organised our best practices as follows:

- Health and Safety - General

- Pre-production
- Budget and Contract
- Production Office
- Casting
- The Shoot - General
- Talent on Set
- Location Shooting
- Studio Shooting
- Wardrobe
- Hair and Make-up
- Crewing Up
- Technical Crew
- Hired Equipment - General
- Catering
- Travel
- Overseas Production Under APA Contract
- Face Coverings, Enhanced Protection and PPE

NB: These materials are for general information purposes only, are not intended to constitute legal or other professional advice and should not be relied on or treated as a substitute for specific advice relevant to particular circumstances.

7 HEALTH AND SAFETY - GENERAL

- Carry out a full risk assessment for each production at the recce. We recommend that this is done by a Health and Safety Officer.
- All HoDs should submit their own departmental risk assessments which set out their COVID-19 precautions.
- All crew and talent to provide contacts for family/household in case of emergency on the day of shooting, as per the Health Declaration Form (Appendix 1). • You may choose to have a Health and Safety Officer on the shoot (e.g.: on a larger shoot with multiple elements) but their expertise and value usually lie in attending the recce, carrying out the risk assessment and making recommendations to minimise

COVID-19 risks. We recommend you have a COVID Supervisor to implement and monitor COVID measures as per Appendix 2. This person must oversee the implementation and monitoring of necessary controls, with authority to stop unsafe working practices. They should have undertaken the APA COVID Guidelines Assessment Test.

- Avoid sharing hand tools and personal property (mobile phones, pens, walkies etc.) Crew must be responsible for the safety and sanitisation of their own items. • In an emergency (e.g.: an accident, provision of first aid, fire, break-in, etc.) people do not have to stay two metres apart if it would be unsafe to do so. Those involved in the provision of assistance to others should pay particular attention to sanitisation measures immediately afterwards including washing hands.

- Conduct daily COVID-19 symptom checks with cast and crew. Consider the following: > Ask each crew member daily whether they are experiencing COVID-19 symptoms > Ensure that all symptom-checking data recorded complies with GDPR. Following detailed UK Government guidance.
- If anyone suffers COVID-19 symptoms, they should inform the producer and follow UK Government guidance on self-isolation and testing which requires them to self-isolate for 10 days and get a test. If the test is positive, then they must complete the 10 days of self-isolation. If it is negative, then they can stop self-isolating.
- Anyone with a high temperature must continue to self-isolate even if: > they have had and recovered from coronavirus symptoms in this time. > they get a negative test result for coronavirus.
 - The APA recommends that anyone who has been in close contact with a person with symptoms who has not yet taken a test should self-isolate until the status of the person with symptoms is confirmed. If that case is confirmed then contacts should follow UK Government guidance and self-isolate for 14 days from the day of contact.
- A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). NB: See detailed UK Government guidance on who is a 'contact'.
- Although it is best practice, not everyone on set may be registered for NHS Test & Trace or it may not work properly so the APA recommendation is to treat everyone who has been in contact with someone who has tested positive for COVID-19 as being required to self-isolate at home for 14 days as if they had been notified via NHS Test & Trace.
- As per UK Government guidance, anyone that does not have symptoms but has tested positive for COVID-19, must stay at home and self-isolate for 10 days from the day the test was taken. If they develop symptoms after the test, they must restart the 10-day isolation period from the day the symptoms start.

PRE-PRODUCTION

- Scripts and treatments need to bear in mind the current restrictions in both their messaging tone and the mechanics of their production. Production companies should take every opportunity to advise agencies and advertisers as to how to create a script which can be shot in compliance with these guidelines, so it can be produced.
- Get approvals from agency/client as early as possible. Finalise as many creative decisions as possible no later than the PPM in order to reduce last minute changes on shoot days, and to plan for all sanitary accommodations.
- Encourage early confirmation of projects to allow for additional prep time. Also, encourage and explain the need to the agency and client the importance of sticking to scheduled confirmation dates.
- Where possible all pre-production processes should be managed remotely from home: including storyboards, production meetings, meetings with the agency and PPMs.
- Distribute these guidelines to all involved in the production. BUDGET AND CONTRACT

- Cost the requirements of this protocol within your bids. Should regulations change, space needs to be made by agency/client to accommodate these if production incurs further costs.
- State on your bid letter that anyone attending the shoot for the agency, client and/or production company will be required to adhere to the COVID-19 APA Shooting Guidelines.
- The production should be planned to minimise COVID-19 related disruption risks so far as it is reasonably practicable to do so. In respect of the COVID-19 related risks to production which remain: > Make provision for what happens in the event of such disruption (e.g., an agreement that the director or cast will be replaced if they become unavailable because of COVID-19). NB: As per the Tripartite Agreement states the advertiser will underwrite costs incurred due to coronavirus for postponement or cancellation. The obligation of the production company (and agency) in that agreement is to plan the production in such a way as to minimise the risk of COVID-19 disruption and to mitigate the effects of such disruption if it occurs.

9 PRODUCTION OFFICE

- Avoid printing and paper distribution (e.g.: call sheets and shooting schedules) except for clear safety posters on set. NB: for guidance on companies' office buildings (rather than temporary location production offices) please refer to the APA COVID-19 Office Guidelines.

CASTING

- Casting sessions and callbacks where possible should be done remotely via video link ups and self-casting.
- When casting children, their supervising adult should remain close at hand.
- Those aged 70 or over or classed as clinically vulnerable, should be given special consideration and enhanced measures. See UK Government guidance on protecting the clinically vulnerable and definitions.
- Consider what you will do if needing to replace talent.
- Ask agency to not confirm any cast until they have signed the Health Declaration form (Appendix 1).

THE SHOOT - GENERAL

- Stagger call times where possible to avoid congestion.
- Keep the unit as small as possible and minimise the number of crew/agency/cast on set at any one time.
- Consider reducing the number of people each person has contact with by using fixed teams, cohorts or partnering (so each person works with only a few others). For example, where social distancing may be impractical due to the degree of proximity required (such as intimate/fighting scenes, dancing, costume fitting, hair and makeup), fixed teams could be operated as follows: > to group individuals into fixed teams that work together throughout a production or for specific periods of a production to minimise the risk of transmission beyond these fixed groups. > to

minimise transmission risk between fixed groups when they mix outside their group during shooting, during breaks or moving around a venue. If necessary, have large enough areas for crew holding to enable alternating teams in the working area.

- Consider a video-conferencing facility relaying video village remotely to agency/client.
- Consider increasing video monitors on set to avoid clusters of people. 10
- Set out best practice personal hygiene for crew, in line with UK Government and Public Health Authorities' guidance, including washing and thoroughly dry hands on arrival and during the day at regular intervals.
- Provide clearly visible and spacious hygiene stations for washing, with plentiful supply of alcohol-based hand sanitiser and wipes and soap and water provided wherever possible.
- All crew to be regularly briefed on and adhere to any safety guidelines or notices given on the day.
- Consider conducting daily COVID-19 symptom checks with cast and crew.
- Consider any space markers where possible and one-way routes to minimise interaction.
- Walkies to be correctly sanitized, bagged-up and labelled with crew names before distribution – do not share radios.
- Provide covered bins for safe disposal of tissues, coverings, gloves, etc.
- Each department is responsible for keeping their own area and equipment clean.
- Set in place an appropriate way to identify any member of cast and crew who is at increased risk from contracting COVID-19 and discuss their participation with them in the context of their own approach to risk and the health advice from their own health

professionals (with consent). UK Government definitions and guidance for those who are clinically vulnerable and clinically extremely vulnerable must always be followed.

TALENT ON SET

- Where social distancing of talent might not seem achievable on set due to creative or action required, you need to do all you can to minimise the risk of transmission.
 - If possible, adapt the process (e.g.: use members of the same household, shoot individuals as separate plates and composite in post, use screens or barriers to separate talent from each other, avoid face-to-face interaction, keep the activity time involved as short as possible etc.) to achieve the aim within government regulations.
- NB: UK Government guidance on working within social distancing state that you should do everything practical to manage transmission risks by considering whether an activity needs to continue for the business to operate, keeping the activity time involved as short as possible, using screens or barriers to separate people from each other, using back-to-back or side-to-side working whenever possible, staggering arrival and departure times, reducing the number of people each person has contact with by using fixed teams or partnering.

LOCATION SHOOTING

- Initial location research can be done remotely using location libraries.
- Social distancing must be used when visiting locations and meeting property

owners/managers.

- Preference for one location per day, without unit moves.
- Before confirming a location, check that the resident location owners are not vulnerable or experiencing possible COVID-19 symptoms, in line with UK Government guidance.
- Try and ensure common areas and holding areas are outside wherever possible. • Preference for location in a 4G area, where possible, to transmit live video over the internet.
- Agree clear demarcation of responsibilities between the location department and production crew.
- Locations to be well ventilated.
- Avoid locations which will not permit minimum social distancing.
- Where possible, set up a one-way system within the location to maintain social distancing
- To protect the general public, where filming is taking place in a public area, cordon, cone or fence off with a physical barrier, and appropriate signage accordingly • When considering the use of atmosphere/smoke effects, discuss the use requirements with the manufacturer in advance to help assess any potential COVID 19 related risk.
- Locations should share their COVID-19 preparedness plans.
- Locations to be cleaned prior to and after shooting if possible.

NB: Follow as closely as possible, COVID-19 specific UK Government guidance on decontamination in non healthcare environments.

- Avoid, if possible, locations at a distance which would require overnight accommodation for those involved, if overnighing is required, accommodation provided should comply with relevant UK Government guidance.
- Director's recce and tech recces: minimum crew only (self-driving and maintaining social distancing throughout) to include a health and safety officer where possible. The health and safety officer will do a risk assessment specific to this location and production. Masks and gloves should be available for all attendees as required c/o production.
- Location Prep: Preflight/set-build/set-dress etc. to be undertaken separately by one crew/department at a time if possible.
- Display APA COVID-19 Health and Safety posters around the set. STUDIO SHOOTING
- All these guidelines apply to studio productions as well as locations. However, studios are likely to have their own risk assessment and COVID-19 preparedness plans which you will have to adhere to as well.
- Avoid creating crowded enclosed spaces with little airflow. Ventilate the space as often as possible.
- Ensure clear, common information-sharing and communication mechanisms between productions and the Studio, in accordance with GDPR requirements. NB: A production should inform the studio if they have any confirmed COVID-19 cases among its cast and crew, and the studio should keep productions on site aware of any confirmed cases on site.

12 WARDROBE

- Complete costume fittings as much as possible during prep or off-site to avoid people congregating during production. If fittings have to be done in person, then the wardrobe department can set up clothes and supervise fitting from a safe distance. If fittings can be done at home, they should be and relayed via video-call or photos. • Consider using existing/talent-owned wardrobe if possible.
- Wardrobe department to supply clothing in clean plastic coverings plus separate clean plastic covers for the talent's own clothes. Consider individual storage for costumes where they are limited to the individual wearing them.
- Production discuss heat treatment/washing with wardrobe department as necessary. • Talent dress themselves wherever possible.
- Use screened-off cubicles for cast to receive their costume and dress without assistance where possible. Sanitise and ventilate changing cubicles between use. • Avoid sharing equipment, for example maintaining a dedicated sewing machine for one user.
- Where assistance is unavoidable and wardrobe crew need to break social distancing (e.g.: for complex costumes that require fitting), you must wear face coverings, avoid

face-to-face positioning during fittings where possible, remain within fixed teams (see The Shoot – General, above) and refer to the Face Coverings, Enhanced Protection and PPE section, below. NB: It is mandatory in law for people providing a close contact service to wear a clear visor/goggles and Type II Face Mask.

HAIR AND MAKE-UP

- Limit the time spent in a hair and make-up chair whenever possible. Position hair and make-up stations to allow appropriate social distancing or use Perspex screens between stations.
- HMU department to utilise disposable kit where possible. Kit should remain unique to each artist.
- Follow appropriate barbicide, sterilisation and other disinfecting processes for all equipment after each application and immediate surfaces.
- Ask performers to do own hair and make-up / touch-ups where appropriate. Request cast and supporting artists remove own make-up where possible.
- If HMU crew need to break social distancing, you must wear face coverings, limit face-to-face positioning where possible, remain within fixed teams (see The Shoot – General, above) and refer to the Face Coverings, Enhanced Protection and PPE section, below. 13
- Keep HMU separate from Wardrobe. Provide sufficient space for both departments to maintain two metres distance. NB: It is mandatory in law for people providing a close contact service to wear a clear visor/goggles and Type II Face Mask. That applies to Hair and Make-Up crew and anyone providing close contact services.

CREWING-UP

- It is advisable to hire a medic/nurse depending on the size of the unit. • Do not confirm crew until they have signed the Health Declaration Form (Appendix 1).

- For health and safety personnel see the Health and Safety – General section, above. • Require all crew to notify production if they develop symptoms prior to shoot. • Crew aged 70 or over or classed as clinically vulnerable, should be given special consideration and enhanced measures. See UK Government guidance on protecting the clinically vulnerable and definitions.
- Notify all crew of specific production safety protocol requirements prior to the shoot (e.g., mandatory face coverings unless exempt, on-site testing.)
- Provide crew with an email confirmation of their engagement for them to produce if the police question them on their travel to the location. NB: a waiver of rights by a crew member in respect of their contracting COVID-19 is of no value - English law does not permit excluding liability for causing injury or death through negligence, so a waiver is not part of this guidance.

TECHNICAL CREW

- Boom sound where possible, or train talent to apply mics themselves if booming not feasible.
- Camera team to wear appropriate protection if breaking social distancing around camera (see Face Coverings, Enhanced Protection and PPE section below). • Where possible, offer a clear pre-light day or time using essential crew only. • Establish a dedicated contained area for camera equipment, with access limited to designated crew.
- Limit the handling of camera equipment to designated camera crew.

HIRED EQUIPMENT - GENERAL

- If equipment has to be shared, it must be regularly disinfected (including packing cases, handles, props, etc.) and always between users, following UK Government guidance.
- All equipment hire facilities should have their own risk assessments and health and safety practices including their COVID-19 regimes and should provide you with copies.
- Productions should consider allocating time for appropriate cleaning processes for incoming items to all departments, such as hire equipment, tools or other goods. For example: > Where possible, receive deliveries 72 hours in advance of when they are required and stored in a sterile and secure location. > Where not possible, implement a sanitisation procedure to receive, disinfect and hand over items.
- Refer to the technician or company's cleaning protocols and make sure they work for your production.
- As equipment is usually expensive and specialised, please rely on crew or companies to clean before hire and after with instructions how to wipe down during hire period for sanitisation.

CATERING

- Adopt safer catering practices, in line with UK Government guidance on catering related COVID-19 safety.
- Consider individual hot box delivery instead of mobile kitchen.

- Meals pre-packed to avoid contamination, no self-service facilities. • Offer per diems to crew bringing their own meals to work, should that be necessary. • Everyone must wash their hands before entering any catering/dining area. • Ensure eating areas are set out to facilitate the required social distancing and are disinfected between use. Use a one-way system for navigating the eating area if possible.
- Break and mealtimes should be staggered when possible to reduce congestion • 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. NB: It is the law that all using public transport, taxis and private hire vehicles must wear face coverings in England.
- Where required, production to organise transport using drivers or car service able to demonstrate that they can socially distance passengers, in line with UK Government guidance.
- Passengers should be positioned in the rear, furthest away from the driver and separated using a clear plastic sheet.
- Alcohol gel sanitiser and wipes should be made available within the vehicle for the passenger to wipe down the seat(s) and clean their hands.

OVERSEAS PRODUCTION UNDER APA CONTRACT

- Any UK based crew or visiting crew/talent/agency/client from other countries must have read the APA COVID-19 Shooting Guidelines and sign the APA Health Declaration (Appendix 1) before travel.
- Check travel corridor list and quarantining regulations before confirming crew or travel.
- Ensure you are clear with your agency/client on any backup plans or cost-covering measures should a key member of travelling crew or talent fall ill. Measures to mitigate delay in production must be in place.
- Check with your local service company for any local paperwork needed for visiting crew: visas, health paperwork etc.
 - Ensure you have read and understood the COVID-19 protocols for any service company you are using and distribute to travelling crew/talent/agency/client. • Note that, regardless of UK regulations, all visiting crew, talent, agency, client will have to adhere to the local rules on social distancing and face coverings. • Ensure that anyone travelling without a member of production in attendance, has sufficient self-protection for their journey - i.e.: face coverings & hand sanitiser. • Ensure the traveller is aware of any airline mandates regarding COVID-19 procedures, i.e.: check in times, and required use of face coverings.
- Where possible ensure that anyone travelling to the airport is in a private car, travelling alone, or a suitably sized vehicle if travelling in a group, and that the vehicle company has adequate hygiene protocols.
- Should any travelling crew have concerns during their travel or on arrival with any

COVID-19 measures, they must inform the producer. 16 Coronavirus (COVID-19): Commercials Production Self Isolation Exemption: When bringing cast and crew into the UK, different rules may apply depending on the type of production they are coming to work on and where they are working.

NB: All usual immigration requirements for entering and working in the UK still apply As per UK Government legislation, a person that is employed or contracted in the UK to make an audiovisual advertisement as one of the below roles (“the three permitted grades”): (i) a director, (ii) an actor, or (iii) a director of photography. from non-travel corridor countries are partially exempt from self-isolation (or ‘quarantine’) requirements and are able to work immediately upon arrival. Upon arrival, exempt persons must remain within a defined ‘bubble’ for 14 days that includes only their place of accommodation, COVID-secure filming locations and travel in between them. To be considered eligible, qualifying persons must; Be travelling to the UK and be engaged in ‘advertising production’ i.e., in making an audiovisual advertisement (“a relevant production”). The individual should also hold a letter issued by the relevant production company confirming identification and eligibility (as per the template here.) This is particularly important should COVID-19 test and trace protocols need to be engaged. Confirmation of such accreditation may be requested at various points of their journey.

FACE COVERINGS, ENHANCED PROTECTION AND PPE

For the purposes of these guidelines the APA have split their recommendations into two categories:

- > Tier 1 is the government-recommended face coverings plus gloves.
 - > Tier 2 is Tier 1 plus enhanced protective equipment.
- The APA consider that face coverings (Tier 1) worn by all crew where possible, have a value in inhibiting the spread of infection and that enhanced protective equipment (Tier 2) has a value in making those attending the shoot feel safer whilst demonstrating that COVID19 is a live threat and being treated as such. Production should therefore consider having appropriate supplies of both Tier 1 and Tier 2 items. Face coverings are not a replacement for social distancing and regular hand washing. It is important to follow all the other government advice on coronavirus (COVID-19) including staying safe outside your home. 17 Medical Exemptions for Face Coverings Individuals who are medically exempt from wearing masks must notify production at the time of confirmation and upon returning the Health Declaration Form (Appendix 1) so reasonable adjustments can be made to encourage safe working. Generally exempt individuals do not need to provide evidence they are exempt but in respect of work they can and should be required to provide such evidence so the employer can discharge its responsibilities under the Health and Safety Act. See UK Government guidance on medical exemptions. TIER 1: Face Coverings and Gloves Face Coverings
 - The current UK Government guidance is to wear face coverings (as opposed to medical grade masks or masks classified as PPE).
 - Please note that in the interests of clarifying terminology being used, face coverings are protection but are not categorised as PPE.

- Face coverings can be the following: standard surgical-type mask, home-made cloth masks, shop bought face masks, scarves, bandanas, snoods.
- UK Government guidance states that the best available scientific evidence is that, when used correctly, wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to protect others.
- The APA recommend that all crew wear a face covering on set where possible. • Apply face coverings correctly but do not forget that hand washing and social distancing remain the best ways of managing risk in the workplace.
- Face coverings should not be used as risk management for the purpose of health and safety assessments.
- Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on and after removing it.
- Avoid touching face or face covering, to avoid contaminating coverings with germs from hands.
- Change face coverings if become damp or touched.
- Continue to wash hands regularly, change and wash face covering daily (if the material is washable, wash in line with manufacturer's instructions, if not, dispose of carefully in usual waste).
- Gloves are only a "second skin" and wearers need to continue to apply hygiene precautions (not touching the face).
- Change gloves for a new pair as frequently as possible.
- Dispose of gloves hygienically (covered bins etc.). TIER 2: Enhanced Protection • Enhanced Protection can be identified as Tier 1 items plus face shield or visor / disposable cover suit / respirator mask (instead of face covering).
- Those who need to break two metre distancing, and for a length of time to carry out their duties, must wear enhanced protection.
- This may depend on the level of risk involved and following an assessment of what is reasonably practicable for your company to provide.
- Departments required to wear enhanced protection depending on circumstances will include (but are not limited to): wardrobe or HMU if needing to tend to talent, medic if needing to assess symptoms and some cleaning crew.
 - UK Government guidance states that the best available scientific evidence is that, when used correctly, wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to protect others. However, face coverings are not an alternative for employees who wear a visor in close contact services.
- With regards to HMU & Wardrobe, Government have issued specific guidance on the use of visors for those providing "close contact services".

NB: It is mandatory in law for people providing a close contact service to wear a clear visor/goggles and Type II Face Mask.

19 APPENDIX 1 COVID-19 HEALTH DECLARATION FORM FOR CREW / TALENT / AGENCY / CLIENT ATTENDING SHOOT As part of our commitment to provide a safe working environment for all on set during the pandemic, we require you to confirm in writing, by signing below, that:

- You have no cause to believe that you have COVID-19
- You have been meeting the current UK Government COVID-19 guidelines and social distancing when not at work.
- As far as you are aware, you have not been in close contact with a confirmed case of COVID-19 or anyone who is showing symptoms consistent with COVID-19 within the last 14 days. Furthermore, you have not been contacted under the NHS Track and Trace system and told to self-isolate.
- You have not travelled to, nor to your knowledge had any contact with any individual travelling from any high COVID-19 risk countries (as deemed by UK FCO) in the 14 days prior to the shoot.
- You have not had a cough, or a temperature of 37.8 degrees centigrade or above in the last 14 days.
- If you develop a cough or a temperature of 37.8 degrees centigrade or above at any point before or during or within 14 days following the shoot you will immediately inform the production company engaging you.
- If you are over 70 years of age or have any pre-existing condition which would put yourself at increased risk of severe illness from COVID-19, as defined by the Government here, you must inform production.
- If you are medically exempt from wearing a mask, you must notify production and disclose the reason for exemption upon returning this form and ahead of the shoot so production can make reasonable adjustments to ensure a safe working environment.
- You will notify us immediately should anything change as regards to the above confirmations.
- You have read, understood and agree to abide by the COVID-19 APA Shooting Guidelines.
- For the purposes of GDPR you consent to our sharing and retaining your data to the extent that it is reasonably necessary for the safety of you and everybody on the production. Please provide us with contact details of spouse / partner / home-dweller in the case of emergency on set: Name of resident emergency contact: Mobile of resident emergency contact: Print your name: Signed: Job Title: Date of birth: Date: Your contact details if we need to contact you in event that crew or talent show symptoms of COVID-19 within 14 days of our shoot:

20 APPENDIX 2

The COVID Supervisor must oversee and implement the mandatory and recommended workplace requirements, as set out by UK Government, including hand and respiratory hygiene. These include assessing and applying social distancing requirements to the working environment as per the production's COVID risk assessment, ensuring accessibility and inclusivity in COVID-19 safer working practices and supporting and safeguarding those

defined by UK Government as most at risk of contracting COVID-19. Examples of setting supervision and enforcement processes as below:

TASKS TO BE ALLOCATED TO A MEMBER OR MEMBERS OF THE PRODUCTION TEAM OR CREW OR, DEPENDING ON THE NATURE AND SCALE OF THE PRODUCTION, BY A COVID SUPERVISOR ENGAGED TO PERFORM THEM:

- Make sure set is clean before shooting - oversee cleaners
- Ensure distance markers are on floor and remain clear throughout working day
- Make sure that hand-sanitising stations are set up correctly
- Make sure all areas have been set up correctly as needed - medic tent etc.
- Ensure that all are aware of the source of appropriate face coverings and PPE and distribute accordingly
- Make sure notices/posters are set up and visible
- Make sure toilets are set up and clean
- Coordinate temperature checking
- During shoot - keep eye on 2-metre distancing
- Check communal areas are clean and not over-crowded Note: this is a non exhaustive list and production companies should add additional tasks they require depending on the circumstances of the production.

21 APPENDIX 3

This draft notice is to enable you to comply with your obligations under the Government COVID-19 Guidelines which require you to put details of how you are managing COVID-19 risks on your website.

Important note: This is an example document and must be tailored to your business and the results of your business' COVID-19 company risk assessment.

As we return to production after lockdown, the safety of our cast, crew and contributors is our highest priority. In order to ensure the health and safety of our people during the continued pandemic we have carefully assessed the risks of COVID-19 during production with reference to government and industry guidance. In order to reduce those risks identified, as far as reasonably practicable, we will implement a package of control measures that will be in place during all stages of our productions. How we are keeping people safe. We are focusing on the following areas to ensure we can manage the risks of infection from COVID-19, carrying out specific assessments where necessary.

- IN OUR OFFICES: Minimising - minimising the number of people in our offices at any time.
- Communicating - ensuring those who have symptoms or are ill know not to come into work and to return home immediately if they become ill at work.
- Commuting - considering the risks in commuting especially on public transport, introducing mitigations such as staggered start times.
- Social Distancing - making every effort to ensure social distancing is adhered to from space planning to signage.
 - Cleaning - increasing the frequency of cleaning.

- Face covering - supporting our people in the safe wearing of face coverings on a commute and in scenarios where they choose to wear.

DURING OUR PRODUCTION ACTIVITIES:

- Travel - seeking to minimise travel requirements and follow social distancing principles within travel arrangements, wherever possible.
- Location - considering the physical capacity of space used, given the requirements of social distancing, as well as ensuring the provision of adequate hygiene facilities.
- Work Activities - considering the activities that people are going to need to undertake across roles in a production and if these can be adapted or changed to reduce risk.
- Work Equipment - managing the sharing of work equipment which is key to production from cameras and headsets to edit suites. Focusing on good hygiene and managing potential issues with touchpoints.
- Work Patterns - reviewing work patterns to encourage fixed teams (cohorts) of people who don't come into contact with other groups.
- Catering and Rest Areas - reconfiguring catering provision and planning breaks to ensure our people are as safe as possible.
- First Aid and Emergency services - planning activities to reduce the risk of requiring emergency services to be called as well as advice to first aiders on COVID-19 risk.
- Masks, Gloves and Other PPE - as per the APA COVID Shooting and Office Guidelines.
- Mental Health - the COVID-19 risk and the response has had a potential Mental Health impact for those working on productions which should be considered.
- Monitoring - compliance will be monitored and if required people will be reminded of the new COVID-19 working practices (such as social distancing).