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.

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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All casting will be done remotely

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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 not feasible

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

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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 communication to ensure real time production for director/agency/ client communication

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

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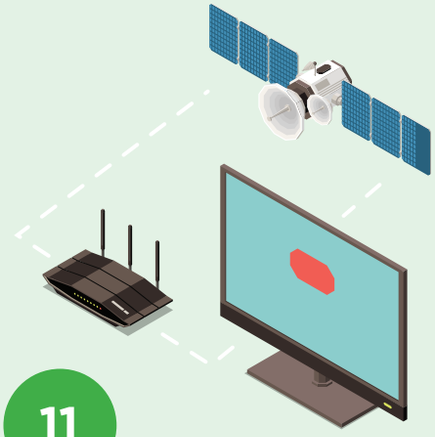
Pre-production meetings will be conducted remotely



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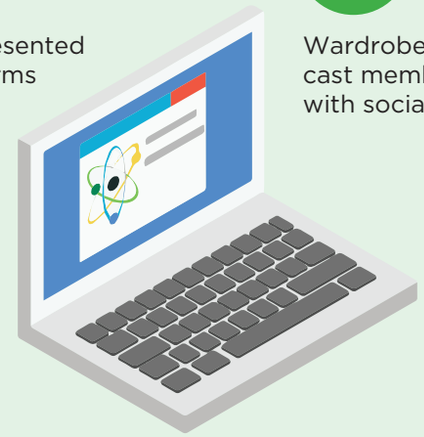
Props will be presented on digital platforms



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Wardrobe fittings attended only by the cast member and the wardrobe team, with social distancing observed

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Wardrobe fittings presented on digital platforms

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Where possible, existing, or native, props and talent owned wardrobe to be used.

General Common Sense Practices

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Time will be built into the daily schedule for one department to “step in, step out” at a time

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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

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No printing – all information will be distributed digitally

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

Equipment / Props

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

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

All props and wardrobe to be sanitised before and after use

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

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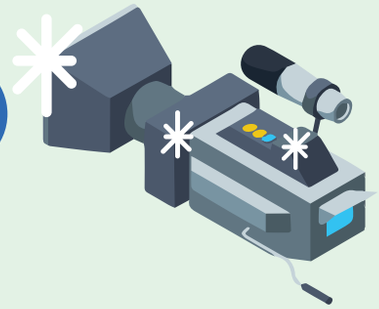

The number of equipment rental houses used on each production will be reduced where possible and will be asked to guarantee supply sanitation

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

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Cast to use own wardrobe where possible

Sanitation

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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

26

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

27

Hand sanitizer and equipment wipes will be available on set throughout the day

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Appropriate shoe baths will be placed at set entrances

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Soapy water and individual cloths provided on set entry and exit for personal equipment that crew may need to bring to film set

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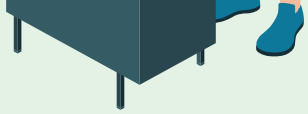
Dedicated person/s on set to ensure sanitation stations maintain social distancing and are replenished



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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)

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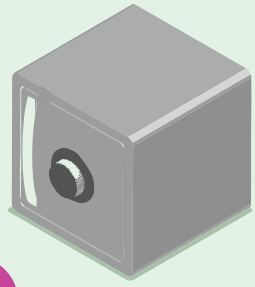
Designated area for all crew and set personnel to store personal belongings securely. This requirement will extend to phones from non-essential crew and suppliers



Crew

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Any crew or cast who have travelled to high risk countries (as deemed by current government advice) or have been in contact with an individual with, or suspected to have, COVID-19 in the four-weeks prior to a shoot cannot participate in the production.

34

All cast and crew will be asked to confirm in writing prior to the shoot that they have not travelled, nor have they been in contact with, a Covid -19 or suspected Covid -19 person in the four weeks prior to the shoot. This request will be requested, stored and conducted under GDPR regulations and data storage

35

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 payments where relevant

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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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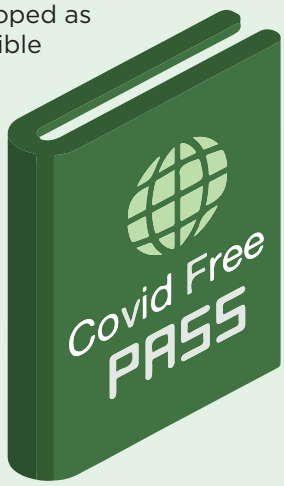
A "COVID Free passport" will be developed as soon as possible



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

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

On Set

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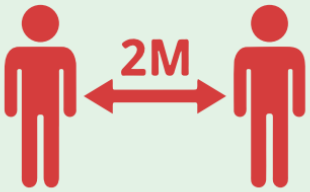

2 metre social distancing to be observed at all times

42

All crew to wear PPE as appropriate - gloves, goggles, shoe covers and face masks, particularly in hair/makeup /wardrobe, art and camera departments. HMUW may be required to use medical grade facemasks or screens

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

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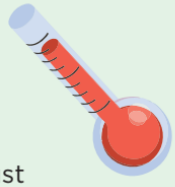

All shoot attendees must undergo temperature checks before entering set by the on-set paramedic. Anyone with a high temperature cannot enter set or unit base

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

48

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

49

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

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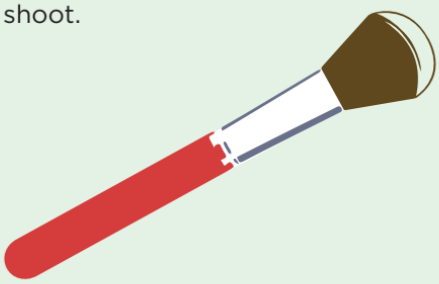
Make-up department to step up cleaning protocols and use single use brushes and applicators.
All other equipment must undergo deep cleaning prior and post any shoot.



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

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Where possible, talent should undertake their own make-up “minor touch ups” throughout shooting, instead of the make-up artist, to avoid contact with talent’s perspiration

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

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

55

Call times to be staggered to mitigate against crew arrival congestion

56

Make up & hair vehicle and wardrobe vehicle to be individual trucks 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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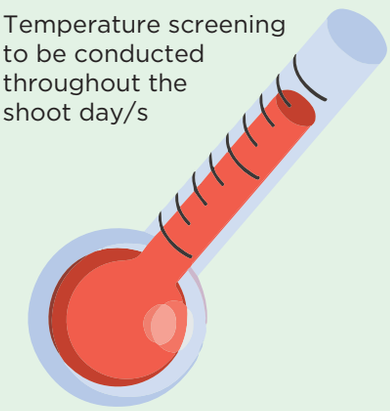
Temperature screening to be conducted throughout the shoot day/s



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1st AC to operate using remote focus

Radios

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

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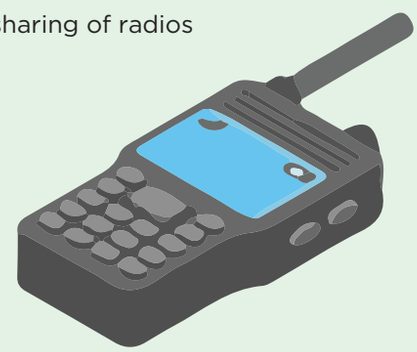
No sharing of radios



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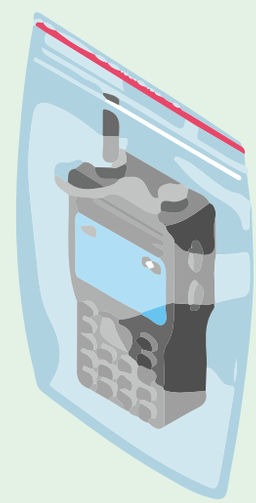

Radios should be individually bagged and handed to the user in its bag

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

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

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.

67

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

68

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

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Safety inductions will be carried out as crew enter set

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Separate risk assessments for each department

Catering

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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

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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, water station only

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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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Single use cups and all personnel asked to bring their own reusable water bottles

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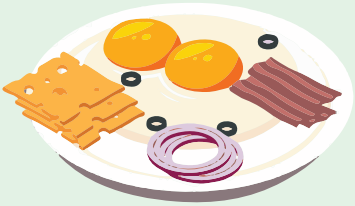

Crew will be advised to breakfast at home prior to arrival at set

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Everyone must wash their hands before entering the catering/dining area

Locations/Studio/Transport

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Local Crew to use own transport to get to work

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

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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

83

Use privately owned locations / studios when possible. Therefore controlled by production for entry, exit and cleaning

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Cleaning companies employed prior to, and immediately after filming

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

86

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

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

88

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 Siochana to assist members of the public in maintaining social distance

89

Production will where appropriate provide alternative lodging to location owners for the duration of the shoot (may be best for them to not enter at wrap in between the days that crew is in the home)

Travel

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It is recommended that during Phase 1 all shoots happen on shore

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It is recommended that during Phase 1 filming take place within reasonable travel time to avoid accommodating crew members in hotel until further ease of restrictions

Rushes / Post Production

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Where possible film footage uploaded directly to edit house

Post Production members to provide remote post production and audio services

Whilst the above list attempts to be fully 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

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