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Tips to help productions develop protocols for working safely during Covid-19
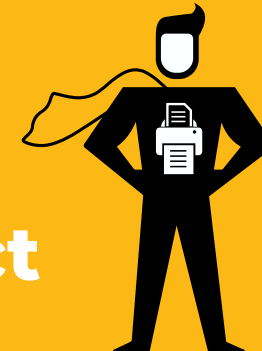Created by ScreenSkills based on best available TV and film industry guidance*

1 Plan and communicate

- Assign a trained Covid-19 supervisor, this could be a team member in a dual role
- Carry out a risk assessment
- Involve cast, crew and unions to help keep everyone safe
- Ensure all cast and crew undertake basic training in Covid-19 awareness
- Set a Covid-19 symptom checking, testing and return-to-work policy
- Create a symptom response plan
- Make sure all staff understand this
- Comply with GDPR when recording and storing data
- Regularly review the risk assessment during production
- Have a clear system for updating cast and crew on Covid-19 procedures

2 Include and protect

- Identify who can work from home and talk about it
- Discuss safe options for work with any cast or crew classed as clinically vulnerable or clinically extremely vulnerable
- Respect the needs of those with different protected characteristics and ask what you can do to help them participate
- Ensure people have the right equipment for remote systems
- Keep them included in all relevant communications
- Be aware of the impact that Covid-19 has on the wellbeing of cast and crew, and signpost support
- Keep using chaperones to ensure regulatory compliance relating to child performance, but ensure this can be done in line with social distancing requirements

3 Prioritise hygiene

- Encourage people to wash hands regularly and thoroughly
- Provide hand sanitiser round the whole workplace
- Frequently disinfect objects and surfaces that are touched regularly
- Enhance cleaning for high-traffic areas, including sets and locations
- Provide low-touch facilities such as pedal bins and soap dispensers
- Avoid sharing equipment
- Sanitise equipment between uses if sharing is essential
- Provide single-serving food where sanitisation isn't possible
- Use single-use items where sanitisation isn't possible but try to use biodegradable ones
- Apply procedures to all workspaces, e.g. set, location, base, office, trailers and vehicles
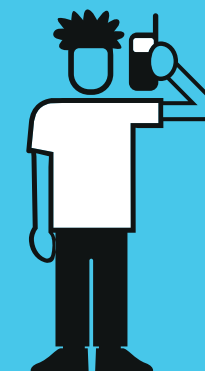
4 Maintain distance

- Adopt a managed, secure process for entry and exit
- Limit the number of cast and crew on set
- Display signs to remind people of social distancing
- Mark areas to help people keep apart
- Stagger call times and consider shift patterns
- Set-up one-way routes through workspaces, including catering areas
- Limit visitors to set and try to block-book dailies
- Keep spaces well ventilated
- Use remotely operated kit where possible
- View action remotely to avoid congregating around monitors
- Maintain distancing in all areas, including eating areas
- Maintain distancing at all times, including break times

5 Manage risk

- Consider whether an activity is really needed
- Keep the time in close proximity as short as possible
- Use screens or barriers to separate people from each other
- Position people back-to-back or side-to-side whenever possible
- Use 'fixed teams' to reduce how many people each person has contact with
- Create designated areas, for example mark out the stage with an area for each department before shooting
- Follow government guidance on use of PPE and face coverings
- Prioritise emergency procedures over Covid-19 safety, e.g. do not have to maintain social distancing if evacuating from fire

6 Stay up-to-date

Government guidance

- England: gov.uk/coronavirus
- Scotland: gov.scot/coronavirus-covid-19
- Northern Ireland: nidirect.gov.uk/articles/coronavirus-covid-19-overview-and-advice
- Wales: gov.wales/coronavirus

Health and Safety Executive

- England, Scotland and Wales: hse.gov.uk/coronavirus/index.htm
- Northern Ireland: hseni.gov.uk/topic/covid-19-advice-and-guidance-places-work

Health and mental health information

- NHS: nhs.uk/conditions/coronavirus-covid-19
- Film and TV charity support line: filmtvcharity.org.uk/we-can-help/support-line
- Government guidance: gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing