**Tips to help productions develop protocols for working safely during Covid-19**

*Created by ScreenSkills based on best available TV and film industry guidance*  

### 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
- Plan 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

### 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

### 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
- Wales: gov.wales/coronavirus

**Health and Safety Executive**

**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

*UK broadcasters and Pact: TV Production Guidance: Managing the risk of coronavirus in production making; British Film Commission: Working Safely During COVID-19 in Film and High-end TV Drama Production; ScreenSkills’ icons are based on an original concept by Ian Murphy and Allan Burrell (compositingcoach.com) with additional design by Dave Gray (iamdavegray). This poster was designed by ScreenSkills in June 2020.*