



ASSOCIATION OF ADVERTISING PRODUCERS (ASAP) POST LOCKDOWN FILMING GUIDELINES FOR COMMERCIAL FILM PRODUCTION IN INDIA.

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2. GENERAL PRACTICES



- Encourage a work-from-home strategy where possible, for freelancers & production staff. Anyone who can work remotely must be allowed to do so.
- On entering the workplace, all personnel to be screened for symptoms of Covid-19.
- Social distancing measures to be implemented in the workplace. 6-feet distance between colleagues to be maintained.
- Avoid handshakes, hugs and kisses and other physical greetings.

- Every person on set or office must wear face masks at all times & preferably gloves too.
- All work environments must have hand sanitizers and handwashing facilities with soap available. Offices are encouraged to install sensor-based sanitizers to ensure handsfree dispensing. Manually operated dispensers must be kept handy at all times.
- There are 3 types of Sanitizers available: Hand sanitizer, Surface sanitizer & space sanitizers. Study and Use them appropriately.
- Workplaces should have COVID -19 risk assessments and plans in place.
- Leave of absence must be insisted if anyone has symptoms of illness even if it is regular influenza or cough.
- Safe transport of all employees, freelance or otherwise, must be provided.

1. INTRODUCTION

The Covid-19 pandemic and its impact on our country and the world, has made it a necessity to create a new working protocol.

We will work within the guidelines put forth by Government and Health Authorities to ensure that we create safe working environments by adhering to social distancing norms, sanitizing, screening protocols and

implementing proper hygiene measures.

These protocols aim to minimize exposure and thereby limit the spread of COVID-19 while maintaining a functional film industry.

This document intends to supplement Government guidelines. The aim for the controlled measures listed is to implement best practices and protect the safety of all those who work on film sets.



- Limit prevention of viral spread in the workplace. It will include the cleaning of surfaces and shared equipment.
- Ensure proper ventilation at the workplace at all times. People over the age of 60, or with co-morbidities and health issues to work from home.
- Depending on the different alert levels & zones, curfews and legislated rules must be taken into consideration before planning shoots.

3. PRACTICAL IMPLEMENTATION + PUTTING GOVERNMENT GUIDELINES ON SETS

Health & wellbeing

We recommend having a qualified Health & Safety Officer monitor the film set for the entire duration of the shoot.

On arrival, all personnel, including the cast, client, and agency must be screened by the Health & Safety team where they will be required to submit to:

- Temperature test
- Sanitization of each individual before entering the film set
- Report if they have been in contact with anyone suspected of infection.
- Health questionnaire/declaration as listed below.
 - Every individual on the set must share the following information with the health officer.
 - Are not suffering from any coronavirus symptoms and have not had any symptoms within the previous seven days.
 - Have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the last 14 days.
 - Are not 'shielded' or have any underlying health condition which might make them particularly vulnerable to the coronavirus.
 - Undertake to declare immediately any sign of symptoms or contact with anyone who has symptoms of the coronavirus.

Once personnel have been screened and cleared for work, they will be provided with a wrist band indicating that they are safe to proceed to the set.

COVID-19 symptom protocol

- Anyone exhibiting COVID-19 symptoms must not be permitted on set.
- Anyone developing symptoms while at work will be sent home and advised to seek further medical help and designated government authorities must be informed immediately.

Social Distancing/ Limiting access to common areas

- Social distancing must be maintained as per government regulations. 6ft between any 2 personnel is strongly advised
- Any department and personnel, including talents not required on set, should remain at base camps or a designated standby area.
- Discourage multiple departments from crowding the sets at the same time.



Precautions to be implemented with immediate effect on all film sets

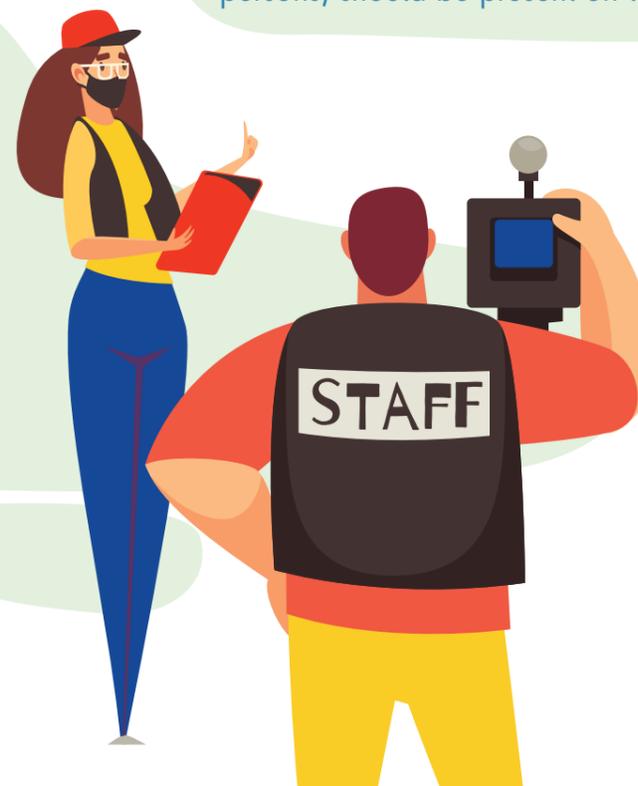
- Please ensure shoot locations like bungalows & studio floors are sanitized by reputed personnel using surface & space sanitizers. This must be done before setting/ propping starts.

- Please ensure shoot locations are re-sanitized (2nd time) by authorized personnel using surface & space sanitizers after the art department has finished & the set is handed over to director, Dop & actors for filming.
- Every crew member must have the right to report someone who does not follow the rules.
- Before every shoot, a short health+ safety briefing should be held.
- Masks & gloves must be worn by all personnel on set, except for actors during filming only.
- Masks must conform to the Departments of Health guidelines.
- A bare minimum crew (ideally not more than 20 persons) should be present on the shoot floor.

- All others like set labour, light boys (except gaffer & best boy), grips (except key grip), VFX teams, stunt teams must be spread over 1 or 2 or 3 holding areas/base camps which should be well-ventilated and sanitized
- Every public space like toilets, must be sanitized at regular intervals.
- Production must provide sanitizing stations on set in appropriate areas.

4. INFORMED CONSENT

All personnel, including set hands, light boys, spot boys, stunt teams, cast and technical crew, will be on set under the premise of 'informed consent' and self-assess symptoms of Covid-19 and or exposure to Covid-19. Before the commencement of shoot, they must inform the production team about their health status and exposure to Covid-19 at the time of booking/signing up for a project & again on arrival at the shoot location.



5. OFFICE BASED PREP/ PRE-PRODUCTION

- Wherever possible, all production meetings, including pre-production meetings, should be held remotely using video conferencing.
- Working from home should be encouraged for initial prep.
- Offices to be rearranged as much as possible, allowing for production teams to adhere to social distancing protocols.
- Production teams will be required to regularly check and confirm with all crew about their health status. The crew may even need to undergo regular health screenings.
- To avoid crowding, each pre-production event eg. Costume trials, VFX rehearsals, must be done by HODs at designated spaces with only the cast and the immediate tech team. Large gatherings of Direction team including DA's & AD's, production team, spot boys, must be avoided at all costs.

6. CASTING

- Wherever possible, casting should be done remotely. Cast should self-tape, or audition via video-conferencing facility. Video conferencing applications have an option to record.
- Where casting must happen in a casting studio, all social distancing and hand sanitizing protocols must be followed. Avoid handshakes, hugs at all cost.
- Anyone who belongs to a high-risk health group should refrain from auditions and casting sessions until the COVID-19 pandemic is better managed—people over 70 and those with pre-existing medical conditions such as high blood pressure, diabetes etc.

- Talents must put on record their health status before auditioning.
- If a physical audition is a must then pre-select talents that are most accurate to casting specs, director's vision, and budget.
- Casting studio layouts to be adjusted to allow social distancing protocols. Ensure social distancing is maintained at the registration desk and the waiting area of the audition studio.

- Casting directors and staff at casting studios must wear masks at all times when engaging with talent and each other. Talent will be required to wear masks to castings and keep them on until the audition.
- Please insist on having casting studios sanitized by managers before each casting session.
- Hand sanitizers must be provided at the entrance to studios, and in casting studios. Talent must use this on arrival and departure.
- Use of paper forms and sharing of pens must be limited. Use digital forms as much as possible.

7. TECHNICAL RECCE

- The number of crew on technical recce should be limited to those whose presence is compulsory.
- The location must be sanitized before the tech recce.
- Hand sanitizers must be provided on location during tech recce.
- Each crew member at the tech recce must wear a face mask and gloves.
- Medical staff must be present during tech recce. The crew must be tested for symptoms like high fever, breathing difficulty, cough or cold. Anyone found with any of the above symptoms should be disallowed to continue and sent straight to doctors.



8 TRANSPORT FOR CREW TO SET

- The crew and production staff should avoid public transport as much as possible. App-based taxi service / private transportation is strongly recommended
- Where crew are required to share a vehicle, all the government rules and regulations, including wearing face masks and using hand sanitizers will apply.

9. CATERING AND CRAFT

- All catering and craft personnel to wear appropriate PPE at all times when preparing or handling food.
- All people handling food for the provision of others are to soap & wash their hands before doing so.
- If studios or locations have limited space, mealtimes will be staggered. The crew must be served in small batches such that social distancing norms are followed and crowding of eating areas is reduced considerably.

- All crew continue wearing gloves during breakfast, lunch & dinner breaks to avoid handling of serving spoons and dishes.
- Avoid serving snacks around on open trays.
- Should a sit-down eating area be provided, the social distancing protocols shall be followed. Caterers should be encouraged to use eco-friendly plates and bowls.
- Refilling of reusable water bottles shall be done with no person-to-person contact. Each person should carry their water decanters.



10. EQUIPMENT

- Hiring companies and crew hiring gear are to ensure equipment handling and sanitization protocols are in place. All equipment exposed to multiple users must be sanitized at regular intervals.
- Crew to ensure that they sanitize hands before handling any gear.
- All equipment arriving on a film set must come sanitized.
- HODs to supervise the handling of equipment and ensure that gloves/ masks and hand sanitizer are made available.



11. REMOTE VIEWING + VIDEO VILLAGE

- Remote video viewing to be encouraged.
- Video village to be set up at a standby area and not on set if possible.
- Social distancing rules apply.
- Limit contact between client, agency, and crew.

12. MAKE-UP + HAIR

- Separate make-up + hair areas to be allocated, and each separate workstation should adhere to correct social distancing protocols.
- Appropriate PPE must be worn by make-up + hair artists
- Hand sanitizing must be done before and after each make-up application
- Any brushes are to be sanitized between use or disposable applicator packs to be considered
- All workstation surfaces are to be cleaned between use.
- On set make-up + hair application must be reserved for featured cast only.



- Consider talent arriving having done their own make-up + hair, including male talent shaving at home. This should be done in consultation with the make-up artist.
- Crowd talent should apply their own make-up at home.

- Talent can be encouraged to bring their own make-up brushes.
- Mix foundation, powders, lipstick etc. on a separate clean palette for each individual
- Talent may consider using a face shield rather than a mask once make up has been applied.
- Only remove the talent's PPE when essential.

13. WARDROBE

Wardrobe Fittings

- Limit the number of people present at fittings.
- Costume hire facilities to outline and implement wardrobe hire and sanitization protocols. Please insist on clean and sanitized costumes from rental houses.
- Allow adequate prep and approval time. Take cleaning and sanitization protocols into consideration i.e. washing/steaming of clothes before and after fittings.
- For approvals use stills or video conferencing wherever possible
- Stylist to wear appropriate PPE and wash hands between fitting talent.



Wardrobe on set and dressing of talent

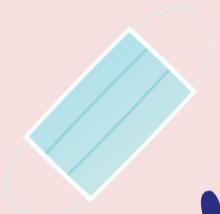
- Physical contact between talent and wardrobe crew while often necessary should be minimized whenever possible.
- Appropriate PPE to be worn by the stylist and assistants.
- The wardrobe stylist should assist one cast member at a time and wash hands or disinfect between each artist.

- Wardrobe and accessories to be sanitized appropriately before placing on talent.
- No wardrobe is to be tried on by more than one person.
- Do not mix costume covers. The talent's clothes should be hung in the same plastic cover to avoid any possible cross-contamination with other garments.

14. ART DEPARTMENT

Art department is the largest in size and must be managed appropriately. This can be managed by discussing the workflow with Directors, DOP, Production designers, Art directors & Mistry. It'll go a long way if accurate decisions are made prior to set construction or propping and there is no ambiguity on set. This will give production designers & art directors to reduce the crew. Last minute changes should be not be an option any more especially since you won't have that many set hands.

- Prop team to follow strict sanitization protocol. Sanitize props before they enter the set/location.
- Art crew to wear appropriate PPE in pre-production and on-set as required
- HODs to supervise the dressing and wrap of locations, handling of props, and ensure that gloves/ masks and hand sanitizer are made available
- Minimize the number of crew in art teams.
- Practice remote briefing as much as possible.
- Sterilizing and cleaning of both hired and purchased props to be worked into schedules.
- Trucks need to be sterilized. Vehicle hire companies and teams must be educated on how to do this properly.
- Sanitize location before art dept starts. Re-sanitize location after art dept is finished and before commencing filming.
- Stagger the prep & wrap to avoid crowding.



15. STUDIO SHOOTS

- Studios to provide safety and sanitization protocols. Insist on proper ventilation in studios.
- Avoid crowding of studio and sets as much as possible.
- Ensure that the studio is sterilized before the crew arrives.
- Departmental holding areas to be designated and clearly marked.

16. LOCATIONS

CHOOSING A LOCATION UNDER LIMITED COVID-19 RESTRICTIONS (Zone wise as per the government's update)

- Check with the local ward administrator if the location comes under red, orange or green zone before choosing a location.
- Green zones may be suitable for filming under COVID-19 restrictions subject to full risk assessment.
- Red zones may not be suitable for filming under COVID-19 restrictions, further assessments of filming requirements & nature of location should be undertaken.
- Allow sufficient time for permissions and approvals.
- Authorized personnel to sanitize locations pre shoot.

- Holding areas to be designated and clearly marked and sanitized by authorized personnel
- If the area is open for the general public, then to also check if the working areas are securely isolated. If not, then the location may not be suitable for filming under COVID-19 restrictions.

17. HOLDING AND COMMON AREAS

- Keep the holding areas away from the main filming area.
- Follow social distancing while making the seating arrangements.
- Minimize physical interactions between departments.
- Keep non-essential crew away from the main filming area.

18. TOILETS

Keep the restrooms clean and sanitized at all times. Make sure there are enough sanitizers and hand wash at all times.

20. POST PRODUCTION

- Avoid physical interaction and greetings as much as possible.
- Whenever possible, manage your post-production remotely.
- Do not allow more than two people in the edit suits.
- Maintain social distancing at all times.
- If possible, avoid lifts in buildings.
- Ensure post-studios have proper ventilation.

21. INSURANCE

Please ensure that your shoots are insured. Please contact insurers and insurance agents for more details. Please check with your insurers about Errors and Omissions in Insurance. It will save you a lot of trouble.

19. NATIONAL & INTERNATIONAL TRAVEL

- Before you hire an international technician, check the local rules for foreign crew. If you are planning a shoot in another country, please check the new health rules applicable in that country and also look up what rules apply when you are back in India.
- If your post-production is happening in another city/country then check the political, health, social situation before you commission the job.

**COVID-19
RELEVANT
LINKS+
HELPLINES**

Central Helpline Number for coronavirus: - +91-11-23978046
Maharashtra - 022 - 22027990
Special Pass - <https://covid19.mhpolice.in/>

Covid-19 Updates in Mumbai - <https://mumbaicity.gov.in/>
Central Government update on Covid-19 <https://www.mygov.in/covid-19/>
Download Arogya Setu App on your phones.

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