

British Film Commission -

Working Safely During COVID-19 in Film and High-end TV Drama Production

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V.7.0

From 19 July 2021, the UK is entering a new phase in its response to the COVID-19 pandemic. To support businesses through this next phase, this 'Working Safely' guidance will continue to provide advice on sensible precautions productions can take to manage risk and support their cast and crew. It is still critical that employers, employees and the self-employed in film and high-end TV drama production continue to take steps to keep everyone safe. This guidance was developed with industry specifically for that purpose.

Productions still have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify.

You should use this guidance to consider the risk within your production and decide which mitigations are appropriate to adopt.

In the long term, we expect that productions will need to take fewer precautions to manage the risk of COVID-19. We will continue to keep our guidance under review and will remove advice once it is safe to do so.

We hope it gives you freedom within a practical framework to think about what you need to do to continue operations during the COVID-19 pandemic. We understand how important it is to work safely and support the health and wellbeing of cast and crew during the COVID-19 pandemic and not contribute to the spread of the virus.

'Working Safely During COVID-19 in Film and High-end TV Drama Production' was originally created in Spring 2020 by the British Film Commission in consultation with crew and crew representatives, industry bodies, unions and the devolved administrations in Wales, Scotland and Northern Ireland, and in consultation with UK Government, Public Health England (PHE) and the Health and Safety Executive (HSE).

This version of the guidance (7.0) has been amended to reflect Step 4 of the Government's roadmap out of lockdown. It builds on Safer Working Guidance published by the UK Government, and in some areas advises measures which may go beyond those set out in Government guidance, in particular with regard to social distancing. Readers should also be aware of any requirements made by devolved

Governments which are different to those set out by the UK Government, for example with regard to face coverings.

Government has set out the essential actions that everybody should take to protect themselves and others while prevalence of COVID-19 is high in the publication '[How to Stay Safe and Help Prevent the Spread](#)'. The Government has also published guidance from Step 4 of the Roadmap on '[Working Safely During Coronavirus](#)' on how the risk of COVID-19 spreading can be reduced in the workplace across different settings.

It is important that you continue to put measures in place to reduce the risk of COVID-19 transmission, including frequent cleaning, good hygiene and adequate ventilation, even if your employees have:

- received a recent negative test result
- had the vaccine (either 1 or 2 doses)
- natural immunity (based on proof of a positive PCR test within the past 180 days)

Productions based in [Northern Ireland](#), [Scotland](#) and [Wales](#) should additionally check for the relevant devolved Government guidance as it may differ.

Productions should always consider whether there are local restrictions in place where they are filming.

How to use this guidance

This document sets out guidance on how to work safely while minimising the risk of spreading COVID-19. It gives practical considerations of how this can be applied in the workplace. Each production will need to translate this into the specific actions it needs to take, depending on the nature of their production, including the size and type of production, how it is organised, operated, managed and regulated.

In applying this guidance, productions must:

- Consider how decisions and policies may affect people with different [protected characteristics](#) under the [Equality Act 2010](#) and assess whether any further adjustments should be made in respect of such individuals. Productions are also advised to explore any concerns raised by workers about attending the production, even in cases where protected characteristics do not appear to be relevant.
- 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.

Productions can consider this guidance when formulating their own policies and procedures but are reminded that they must additionally ensure a risk assessment is completed by a competent person, in consultation with those involved, which communicates the measures necessary across the business to reduce the transmission risk of COVID-19. This risk assessment should be under regular review, particularly if there are changes in the work or processes, as well as when relevant guidance is

updated. The policies, and procedures and arrangements for control measures, should then be clearly and effectively communicated to all cast and crew, and anyone else who may be present on set. This risk assessment must be done in consultation with unions and workers.

This document is not intended to cover all specific risks from COVID-19 that may be applicable to your project.

Protecting people who are at higher risk

There are some groups who are at higher risk of severe illness from coronavirus. See guidance on [who is at higher risk](#) and [protecting people who are clinically extremely vulnerable](#).

Employers should give extra consideration to people at higher risk and to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield. Employers should continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians.

Consider providing support for workers around mental health and wellbeing. This could include advice or telephone support.

What do we mean by Film and High-end TV Drama Production?

This guidance pertains to the necessary processes involved in carrying out Film and High-end TV Drama physical production in a studio environment and on location, including prep, shoot and wrap processes. It should be read in conjunction with the latest [UK Government guidance on working safely](#). It will be updated regularly as Government advice changes, so please ensure you are working from the latest version by checking [here](#).

The UK TV industry is in the process of updating guidance for managing the risk of COVID-19 in programme making which applies to all TV production. This will be available shortly.

Guidance for Safe Working in Post-Production and VFX, produced in consultation with, and endorsed by, the British Film Commission Recovery Group, can be found [here](#).

[ScreenSkills](#), who provided financial support and expertise in the formulation of this guidance, are adapting and developing training initiatives to support the industry's recovery efforts.

UK Government has provided detailed guidance on the following essential areas, which may be found in [Appendix 1](#) at the end of this document:

1. [Thinking about risk](#)
2. [Who should go to work](#)
3. [Reducing contact for workers](#)
4. [Personal Protective Equipment \(PPE\) and face coverings](#)

These areas are additionally addressed within the following BFC guidance in the context of Film and High-end TV drama production.

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. Neither the British Film Commission nor the contributors to these materials accept any responsibility or liability for any harm, damage or loss which may arise from reliance on these materials. You should contact a suitably qualified legal or other professional advisor on any specific problem or matter and, in particular, in respect of employment law or data protection considerations.

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Please note:

- Productions are reminded that the following content is for guidance only and are encouraged to establish their own policies and procedures based on a production's specific requirements.
- Where this document refers to "cast and crew", this includes stunt performers, dailies, ancillary staff and supporting artists.

This document provides guidance on the following areas:

1.	COVID-19 Specific Health and Safety (H&S) and Awareness
2.	Supervision, Enforcement and Communication
3.	Who Should Work During COVID-19
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Appendix 2.	Travelling to and from the UK for work in Film or High-end Television Drama Production During COVID-19
Appendix 3.	Working Safely During COVID-19 in Film and High-end TV Drama Production: Guidance Update Log

1.	COVID-19 Specific Health and Safety (H&S) Training and Awareness
a.	COVID-19 Safer Working induction training must be undertaken online by all cast and crew prior to their work commencing. This should cover best practice in general principles, including: - Social distancing, and hand and respiratory hygiene requirements - Department-specific needs (including essential instances of close-proximity working) - Awareness of mental health and wellbeing at work during the pandemic - Accessibility and inclusivity in COVID-19 safer working practices
b.	COVID-19 Supervision & Enforcement training must be given to designated supervision and enforcement staff. This should include COVID-19 specific guidance on: - Recommended workplace actions, as set out by UK Government, including hand and respiratory hygiene - Assessing and applying social distancing recommendations to the working environment - COVID-19 symptom checks, symptom response planning and mental health in the workplace - Setting supervision and enforcement processes - Ensuring accessibility and inclusivity in COVID-19 safer working practices - Supporting and safeguarding those defined by UK Government as most at risk of contracting COVID-19 It is also recommended that Heads of Department (HODs) undertake this training to help keep their department safe.
c.	First aiders should undertake COVID-19 updates to their first aid training from an appropriate provider. Useful advice and guidance is published in the UK by the NHS and Public Health bodies in England, Northern Ireland, Scotland and Wales. <i>NB: Productions must be aware that some first aiders may no longer wish to fulfil this role. If minimum numbers of first aiders on a production cannot be met, it may be necessary to contract support from an external provider.</i>
To ensure consistent industry-specific COVID-19 H&S training standards across the UK, certified basic level training is being developed by ScreenSkills with input from experts, while discussions continue about what further training industry requires.	

2.	Supervision, Enforcement and Communication
a.	Assign an appropriately trained COVID-19 H&S Supervisor to the production. This may be a dedicated role or an appropriately trained crew member in a dual role.
b.	Assign clear lines of COVID-19 safer working enforcement responsibility. For example: - COVID-19 H&S Supervisor to undertake risk assessment with the H&S Manager and medic, and oversee the implementation and monitoring of necessary controls, with authority to stop unsafe working practices - Allocate a COVID-19 H&S Monitor to each department to help enforce protocols (this may be a trained crew member) - Dedicate trained staff to carry out COVID-19 symptom checking - Brief HODs on their responsibilities to help compliance and give them checklists to help with supervision - The Producer or Line Producer/UPM remains ultimately responsible for the health and safety of the cast and crew
c.	Apply a clear system for the communication and dissemination of COVID-19 related information, including: - Remote pre-shoot briefing for cast and crew, and daily digital briefings/reminders - Supplementary briefing to communicate any change in protocols and guidance - Site signage/posters reminding crew of required good practice - Reporting and record-keeping*, e.g. symptom checks, non-compliance issues, cleaning record 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. <i>*Ensure that any records kept are compliant with GDPR requirements (see 3.f. below).</i>
d.	Regular reviews of guidance and protocols should be undertaken by the COVID-19 H&S Supervisor, including checking: - That protocols are being adhered to - For updates from government, local authorities and regulators, e.g. Health & Safety Executive, Public Health bodies - Whether the measures in place require alternative or additional solutions - Whether the risk assessment needs updating - Reporting of dangerous occurrences or disease, as required under RIDDOR
e.	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

	- A confidential, unbiased reporting system which allows for cast and crew to raise COVID-19 safety concerns; the system and contact details should be publicised around the site and in briefings, to ensure all cast and crew know how to report concerns - see Appendix 1, section 1. 'Thinking About Risk' for further advice.
f.	Adopt a managed, secure process for access and egress from individual production zones, considering factors such as: - Allowing only essential visitors - Pre-registering all essential visitors and new starters online, to speed up access and limit interaction times, or allowing extra time to prepare and safely admit crew - Applying a socially distanced queuing procedure to sign crew in and out
g.	Consider implementing additional security at all sites during prep and shooting. For example, to: - Direct and manage designated entry and exit points (taking account of emergency evacuation needs) - Check permitted access to areas and open/close doors - Hire night security to check that spaces remain quarantined and secure
h.	Revise the production's first aid procedures and protocols to enable unit medics and nurses to work safely in accordance with their COVID-19 First Aid Update training. For example, consider factors such as: - The avoidance of bio-aerosol generating procedures - Provision of appropriate medical PPE for essential emergency response <i>NB: In an emergency, accident or fire, COVID-19 related social distancing does not have to be adhered to if it compromises the necessary broader safety response, e.g. evacuating premises due to fire, in line with UK Government guidance.</i>
i.	Remember that if a building or space is repurposed due to COVID-19 requirements, or when there is any change in use or type or use or other circumstance, there needs to be a new fire risk assessment.
j.	When working with any third-party suppliers, e.g. equipment hire companies and cleaning contractors, always ensure that their own COVID-19 protocols are complementary with those of the production.
k.	Adopting new ways of working to help reduce the risk of COVID-19 transmission is essential, however maintain due consideration of environmental impact wherever possible.

3. Who Should Work During COVID-19

Cast and crew members must self-isolate if they:

- have symptoms that may be caused by COVID-19, even if their symptoms are mild
- have received a positive COVID-19 test result (whether or not they have symptoms)
- live in the same household as someone with COVID-19 symptoms
- live with someone who has tested positive for COVID-19
- have been told to self-isolate by NHS Test and Trace

Failure to comply with self-isolation may put others' lives at risk and may result in a fine, starting from £1,000.

Employers must not ask someone who is required to self-isolate to come to work. Any employer asking an employee or self-employed contractor to break self-isolation to work is committing an offence.

- a. 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 extremely vulnerable must always be followed.
- b. Set and communicate a clear coronavirus COVID-19 symptom checking, isolation and return-to-work protocol for the production, in line with UK Government guidance. Employers should consider implementing their own testing programme. High-quality testing provides confidence and clarity – for employers and for their colleagues. A list of and information about accredited providers of private testing kits for Covid-19 is available here. UK government does not endorse or recommend any particular private test provider. Where employers are providing testing on site, they should ensure that it is carried out in a safe manner, and in an appropriate setting where control measures are in place to manage the risk of COVID-19 transmission. This includes maintaining social distancing where possible, frequent cleaning, good hygiene and adequate ventilation. Employers should also ensure that an appropriate setting is available for individuals to wait in while their test is processed. Cast and crew should have access to professional advice for interpreting test results and managing return to work, in line with PHE guidance.
- c. Ensure cast and crew are aware of self-isolation requirements, as set out by Government, and include regular reminders in daily briefings of the obligation criteria to self-isolate. This includes those who are advised to self-isolate as part of the UK Government's Test and Trace programme.
- d. 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, even if they are mild

	- Ensure that all symptom-checking data recorded complies with GDPR (see 3.f. below) - Consider designating a trained person to take each crew member's temperature daily within production quarantine/isolation zones using the most reliable and safest non-contact temperature-taking method available to the production (however, note that temperature-taking is not recommended by PHE as a reliable COVID-19 screening tool and that absence of a temperature does not exclude current COVID-19 infection) Ensure anyone displaying COVID-19 symptoms, however mild, does not go to work until they have tested negative with an NHS approved test and/or have undergone a 10-day period of self-isolation from when their symptoms started, and have no continuing symptoms other than a mild continuing cough or anosmia (changed sense of taste/smell). 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 Anyone who is not experiencing symptoms but has tested positive for COVID-19 must self-isolate for 10 days starting from the day the test was taken. Anyone who has tested positive whilst not experiencing symptoms, but develops symptoms during the isolation period, must restart the 10-day isolation period from the day they first develop symptoms. <i>NB: According to the UK Government, the most important symptoms of COVID-19 are recent onset of any of the following:</i> - <i>a high temperature (37.8C / 100.04F or higher)</i> - <i>a new, continuous cough</i> - <i>a loss of, or change in, your normal sense of taste or smell (anosmia)</i> <i>For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above, even if your symptoms are mild, stay at home and arrange to have a test.</i>
e.	Have a clear symptom response plan ready to act on. For example: - If a crew member shows COVID-19 symptoms: - <i>If they are at work</i>, send them home or to their accommodation immediately and follow UK government guidance on self-isolation and testing - Have a designated isolation space in which to place them if suitable transport is not immediately available (this space must be deep cleaned immediately after each use) - <i>If they are at home</i>, ask them not to report for work and follow UK government guidance on self-isolation and testing - Cast or crew who have been in close contact with an unconfirmed case at work will not need to self-isolate until the case is confirmed. However, they should take extra care in practising social distancing and good hand and respiratory hygiene, and be

	more alert to any symptoms they might develop, however mild, until the test result is known. - Productions can assist the Test and Trace service by keeping a temporary record of staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed, as this could help contain clusters or outbreaks. UK Government has worked with industry and relevant bodies to design a system in line with data protection legislation, details of which can be found here. - Consider arranging private testing for any crew member if they or members of their household show symptoms, to avoid unnecessary self-isolation and delays in diagnosis. They must not stay in the workplace while awaiting testing and results. - Be aware that the whole production may be halted for group testing if a person who has wide contact with cast and crew tests positive for COVID-19.
f.	In order to comply with data protection, productions should take the following steps: - Identify what additional personal data will be collected with respect to addressing COVID-19, most likely this will be collecting information from cast/crew and temperature testing - Identify suitable lawful bases for collecting this personal data. Consent will likely not be the applicable lawful basis and we would advise that legitimate interests are relied upon as well as necessary to comply with employment obligation with respect to personal data relating to health - Conduct a risk assessment for collection and processing of such personal data and should seek legal advice. This risk assessment should not be published - Update cast/crew privacy notices and consider including signage at the entrance to premises to notify people of additional processing of personal data for COVID-19 related purposes - Ensure staff collecting information understand data protection concerns - Ensure that additional personal data collected is kept suitably secure and with restricted access - Ensure that such personal data is not retained for any longer than is necessary

4.	Social Distancing and Personal Hygiene
a.	From 19th July 2021, Government guidance on social distancing in England no longer applies. Productions based in Northern Ireland, Scotland and Wales should check for the relevant devolved Government guidance as it may differ. Government 'Working Safely' guidance recommends reducing the risk of spreading Covid-19 by reducing the number of people workers come into contact with. Across the UK productions may still wish to apply social distancing in the workplace in order to mitigate risk:

- Adhere to social distancing wherever possible - placing markers across sites to indicate the required separation distance will help crew to remember this
- Where social distancing cannot be upheld, ensure mitigating actions are in place:
 - Frequent hand washing and surface cleaning
 - 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 (rather than face-to-face)
 - Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)
- For some productions, social distancing and other mitigating factors may be impractical due to the degree of intimate work and proximity between cast and/or on-set and off-set crew. Where this level of proximity is essential (primarily relating to on-set cast and crew, costume fitting, hair and make-up departments), and particularly where close face-to-face contact is maintained, productions should use fixed teams as follows:
 - One or more fixed teams of professionals throughout a production or for specific periods of a production to work together while minimising the risk of transmission beyond these fixed groups. Steps should be in place to protect these fixed groups from transmission risk from outside their group on set, off set and away from location during a production.
- In England, face coverings are no longer required by law. However, the Government expects and recommends that people continue to wear face coverings in crowded, enclosed spaces. Where worn correctly, this may reduce the risk of transmission to themselves and others. Be aware that workers may choose to wear a face covering in the workplace. Productions based in [Northern Ireland](#), [Scotland](#) and [Wales](#) should additionally check for the relevant devolved Government guidance on face coverings as it may differ. Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound. (See [section 24.a.](#) for guidance on face coverings while filming on location in public spaces).
- Face coverings are not an alternative for employees who wear a visor in close contact services, but it is recommended that they are worn in addition to the visor. See Appendix 1 for further information about the safe and appropriate use of face coverings.
- Provide adequate ventilation where people are in enclosed spaces, e.g. opening windows and doors frequently, or if using ventilation systems ensure that they are correctly operating and adjusted. You can find more information in the section on ventilation and the HSE guidance on ventilation and air conditioning during the COVID-19 pandemic [here](#).

	<i>NB: It is recommended that Heads of Department identify essential exceptions before shooting commences to help assess risks and plan accordingly.</i>
b.	Set out best practice personal hygiene for crew, in line with UK Government and Public Health Authorities' guidance, including: - Regularly wash hands with soap and water for at least 20 seconds, or use hand sanitizer, including on entering and leaving the workplace, and before and after eating, using toilets and handling equipment - Avoid touching eyes, nose, and mouth as much as possible - Avoid physical contact with others (even fist/elbow 'greeting' bumps) - Cough/sneeze into a tissue and immediately dispose of the tissue, then wash hands or use hand sanitizer And remind crew of best practice regularly, e.g. via daily briefings and by placing posters in clear view across sites.
c.	Provide adequate handwashing and incidental cleaning equipment, such as: - Hand washing stations with soap and water, and preferably touchless dispensers - Paper towels and tissues with suitable dispensers, (user touches own towel only) - Hand sanitiser stations, preferably with touchless dispensers, ideally positioned at the entrance to each space - Sanitising wipes - Disinfectant sprays and single-use cloths Try to minimise environmental impact by using biodegradable items.
d.	Consider facilities that reduce queuing or touch, such as: - Extra toilets and handwash basins (but try to minimise use of portable toilets due to possible increased safety risk from flushing mechanism and retained waste) Touchless or foot-operated toilet flushes, taps, bins, lights and doors
e.	Adopt a managed, secure process for access and egress from individual production zones, considering factors such as: - Pre-registering all visitors and new starters to speed up site access and limit interaction times, or allowing extra time to prepare and safely admit crew - Applying a socially distanced queuing procedure to sign crew in and out - Conducting health screening on arrival within individual production zones - Making provision for queueing/waiting areas

5.	Mental Health and Wellbeing of Cast and Crew
a.	Ensure the mental health and wellbeing of all cast and crew is given sufficient priority. They may be experiencing additional COVID-19 related anxiety and stress at this unusual time, whether they are returning to the workplace, or working from home. - Clearly display details of available support across the workplace, and on the digital call sheet - Consider recruiting an appropriately trained mental health and wellbeing advisor The Film And TV Charity operates a 24-hour support line in the UK - 0800 054 0000. The UK Government has published guidance on the mental health and wellbeing aspects of COVID-19.

6.	Travel – Air (international) and Ground (to, from and between workplaces)
a.	Travel to the UK International travel to and from the UK is governed by a traffic light system. Measures at the border will vary depending on whether passengers are travelling from a green, amber or red listed country. Cast and crew must check the latest government guidance for England, Northern Ireland, Scotland or Wales as appropriate before travelling as rules may vary. (Also see Appendix 2). From 19 July 2021, arrivals returning to the UK from amber list countries will not need to quarantine if they: • have been fully vaccinated under the UK vaccination programme or under the UK vaccine programme overseas (see “Fully vaccinated under the UK vaccination programme”) • are participating or have participated in a formally approved clinical trial of a coronavirus vaccine in the UK • are ordinarily resident in the UK and under the age of 18 at the time they arrive They must have had their final dose of the vaccine at least 14 whole days before the date they arrive in England. The day they have their final dose of the vaccine does not count as one of the 14 days. They may have had one dose of the vaccine in the UK and one dose under the UK vaccine programme overseas. Passengers will need to provide proof of their vaccination status to carriers in advance of travel. Testing requirements still apply. For more information, refer to the latest Government guidance for amber list countries. Passengers must complete a passenger locator form. NOTE: All usual immigration requirements for entering and working in the UK still apply.

	British Qualifying Film and HETV Exemption The Film and HETV Travel Self-isolation “Quarantine” Exemption, along with other screen exemptions and Travel Corridors, remain suspended. Further detail can be read here.
b.	For international air travel (<i>inbound</i> and <i>outbound</i>): - Where possible, use airlines which are operating in line with current UK Government COVID-19 travel guidance - Advise cast and crew of COVID-19 safe practice requirements at local destination and known associated risks before booking (this may include mandatory quarantine periods) - Give inbound cast and crew a digital briefing on the protocols they will be asked to follow while working on the production Additionally, for <i>outbound</i> international air travel: - Confirm COVID-19 safe practice requirements and known associated risks at local destination before booking (changes may have occurred locally since location was chosen)
c.	For domestic travel, e.g. from airports to accommodation, travelling from home or accommodation to unit base, follow UK Government COVID-19 guidance on use of transport and vehicles. Consider: - Using private self-drive transport where possible, e.g. cycles, motorcycles, own car - Allocating ample parking spaces at sites for cast and crew, including disabled access - Using privately hired transport such as taxis or minibuses if private transport is not available or viable, first checking the suppliers’ social distancing and good hygiene practices, e.g. plastic screen separating the driver from passengers - Setting maximum occupancy limits to vehicles to observe social distancing - Avoiding sharing of vehicles - Using local crew where possible, to limit travel time The requirement to wear face coverings in law has been lifted in England. However, the UK Government expects and recommends that people wear face coverings in crowded places such as public transport. Productions based in Northern Ireland, Scotland and Wales should additionally check for the relevant devolved Government guidance as it may differ. Check with the operator before travelling for any advice or requirements.

7.	Accommodation
a.	For cast and crew arriving from outside the UK, provide appropriately authorised and sanitised isolation accommodation for the required quarantine period set out in UK Government guidance .
b.	When overnights are essential, ensure that accommodation is appropriately sanitised and avoid sharing rooms where possible.

8.	On-set Crew, Cast and Supporting Artist Numbers
a.	To minimise COVID-19 transmission risk, adopt remote working practices wherever possible and identify which crew members are essential to allow on set.
b.	Consider organising departments into smaller cohorts and keep them separate to minimise the knock-on impact of one member developing symptoms. Also think about: - Staggering call times - Limiting access to the set and other communal work areas to one department at a time - Allowing extra time for prep, shoot and strike, including swap-over time where required
c.	Keep interaction between departments to a minimum wherever possible. For example: - Limit access to the shooting crew to selected designated members from each department - Conduct dressing, pre-lights etc. well in advance of the shooting crew arriving to keep crew from those departments separate
d.	Consider using a shift system to help manage numbers and avoid excessive working hours to support crew wellbeing and immunity.
e.	Limit use or consider block-booking of daily crew ('dailies').
f.	Only allow visitors in exceptional circumstances.
g.	Make use of remote-monitoring technology to reduce the number of people present on set. For example: - Work with Producers, Writers and other Executives via video call wherever possible - Avoid having a large video village and spread monitors around instead
h.	When outside of the workplace, always adhere to group gathering guidance issued by the UK Government .

9.	Unit Base/Facility Vehicles
a.	In order to enable social distancing, consider: - Allocating individual cast trailers, or securing additional equivalent space - Partitioning craft and technical trailers with Perspex or clear plastic screens to segregate operators/workstations
b.	Keep all trailers (or equivalent spaces) clean - sanitise them before use and if/when they are reallocated. Also see cleaning sections 11 and 12 below.
c.	Adhere to UK Government guidance on travel and transport. Productions may additionally consider: - Using dedicated drivers - Segregating drivers from passengers with a screen - Opening vehicle windows - Limiting time in vehicle - Limiting occupants to one person per vehicle
d.	Keep cars and carts/buggies clean: - Always wipe frequently touched surfaces of cars and carts down after passengers get out, such as door handles - Sanitise unit cars and carts at the end of day, prior to next day of work - Consider using carts and car/truck seat coverings that are easily cleanable Also see cleaning sections 11. and 12. below for general cleaning guidance.

10.	Catering and Craft Services
a.	Adopt safer catering practices, in line with UK Government guidance on catering-related COVID-19 safety. For example, consider: - Ensure hand-washing facilities or hand-sanitising stations are readily accessible - No communal food preparation, storage areas or serving, e.g. buffets or platters - A pre-order system for food where possible - Use single-serving, pre-packaged food - No unwrapped food or snacks to be left out - Use single-serving drinks - Use single-use cutlery

	- Formulate a plan for the use and cleaning of shared appliances such as drinks dispensers - Maintain social distancing when queuing for food and drinks - Stagger meal and break times, or run a continuous day system, to avoid congestion in eating areas - Use a one-way system for navigating the eating area if possible - Keep catering crew separate from wider crew wherever possible - Use screens to separate catering from other cast and crew - Dedicate one catering crew member to handle all pre-packaged snacks - Remind catering crew to follow the handwashing procedure, even when handling pre-packaged food - Making environmentally friendly choices wherever possible
b.	Provide clear guidance for cast and crew members who choose to bring their own food and drinks into the workplace.
c.	Ensure eating areas are set out to facilitate social distancing and are disinfected between use.
d.	Take care in managing and disposing of food (or other) waste in catering and eating areas - see section 11. below for further guidance.

11.	Workspace (Set/Location/Production Offices/Dressing Rooms, Facilities etc.) Cleanliness, Sanitisation and Inspection
a.	Cleaning should be undertaken in line with UK Government guidance and supervised by staff with appropriate COVID-19 awareness training. <i>NB: Further COVID-19 specific guidance on decontamination in non-healthcare environments is available from the UK Government.</i>
b.	Take extra measures to clean and disinfect all working, waiting and other communal areas, e.g. offices, dressing rooms, eating areas, toilets/washrooms, queueing areas, regularly through the day.
c.	Professionally clean and disinfect all working, waiting and other communal production areas, such as offices, dressing rooms, eating areas, toilets/washrooms and queueing areas, preferably daily using a specialist contractor. <i>NB: Seek guidance from cleaning contractor regarding what their process involves and what areas/items it includes and excludes.</i>
d.	Identify high contact surfaces, such as door handles, that may need disinfecting frequently.
e.	Set out a clear waste management process in accordance with UK Government guidance , taking into account safe handling and disposal (or recycling where applicable) of:

	- Used face coverings and medical PPE (PPE Regs 1992) - Catering waste - Recyclable items - All non-recyclable, non-hazardous ('residual' or 'black bag') waste When disposing of face coverings and PPE, people should do so in a black bag waste bin or litter bin. Face coverings or PPE should not be put in a recycling bin or dropped as litter. Productions should provide extra bins for staff to dispose of single-use face coverings and PPE, and should ensure that staff do not use a recycling bin. Check UK government guidance for full details of how to dispose of your business waste during the coronavirus pandemic.
f.	Whenever a department finishes its tasks on set, any shared areas or equipment should be cleaned before the next department starts work – see section 12. below for further cleaning guidance.
g.	Keep sets and all other work spaces secure when not in use, with increased security measures, and put procedures in place to allow: - Clear access for out-of-hours cleaning (consider adjusting the working day to optimise the time available for deep cleaning) - Access for statutory, essential and emergency works <i>NB: Stay mindful of fire risks if locking any areas.</i>

12. Personal and Hired-in Equipment Cleanliness, Sanitisation and Inspection	
a.	To reduce transmission when handling equipment and other items, encourage increased handwashing.
b.	Cast and crew must not share personal items, e.g. phones/iPads, chargers, pens, and to take responsibility for regularly disinfecting their own personal equipment.
c.	When hiring-in equipment, minimise shared use. For example: - Schedule use of hire equipment and limit it to agreed crew members - Avoid sharing professional equipment wherever possible and place name labels on equipment to help identify the designated user - Have extra radios and headsets/earpieces, and dedicate a member of each department to be responsible for them for duration of shoot, e.g. disinfecting, name-labelling, charging - Consider whether remote operation of equipment or alternative method is viable - Consider using other methods of playback as well as video monitors on set to help keep crew apart, e.g. use individual handheld devices - Adopt paperless working, including digital signing, where possible

	- Avoid using cash and favour payment cards and online purchasing wherever possible 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.
d.	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 Always check cleaning requirements and instructions before undertaking cleaning.
e.	Allow extra time to process deliveries and, if necessary, extend equipment hire period in order to carry out any necessary cleaning process.
f.	Try to keep the set and workspaces free from as many unnecessary items as possible. For instance, consider: - Marking out the stage for each departmental area prior to shooting - Reconsidering the use of set bags to minimise extra items on set - Asking cast crew to bring minimal personal belongings with them

13.	Limiting Face-to-Face Meetings/Meeting Etiquette
a.	Whenever possible, adopt inclusive remote-working technology and avoid in-person meetings during prep and shoot.
b.	Where face-to-face meeting is essential, adopt clear protocols in line with UK Government guidance. For example: - Use well ventilated spaces or hold meetings outdoors - Ensure only necessary participants attend - Ensure participants retain social distancing, and preferably do not sit or stand directly face-to-face - Avoid the need for sharing or passing around items, e.g. pens, printouts, iPads - View drawings, plans and other documents digitally where practical - Set a clear advance agenda and keep meeting time to a minimum

14.	Cast and Stunts
a.	Creative consideration may be required when blocking a scene. As cast and stunt performers cannot maintain social distancing at all times, in-front-of-camera activities will need to be rigorously COVID-19 risk-assessed on each production and discussed with the affected people before rehearsals and production start. If close contact is absolutely essential, this should be undertaken with the cast and/or crew working using fixed teams as outlined in section 4.a. to enable this work to proceed. <i>NB: Guidance will be incorporated into the Artist Casting Advice Note and Contract.</i>
b.	To reduce face to face contact time, where possible: - Work that can be done remotely should be, e.g. briefings, rehearsal viewings - Use radio, phone and video link where possible, for communication between set and rehearsal performers
c.	To reduce risk of COVID-19 transmission: - Keep cast and stunt performers in place for as little time as possible - Try to avoid performing in a face-to-face position - Consider a testing regime for cast and stunt performers if essential close proximity working is required - Cast members be on set only when required for their scene and to avoid unnecessary contact with other crew at all times - Allow only key performers, integral to the scene, on to set at a time <i>NB: While keeping cast and crew on set to a minimum for each scene, remember that an Intimacy Coordinator must still be allowed on set if required by cast.</i>
d.	Child actors should only be closely accompanied by a parent. The chaperone must maintain social distancing at all times to reduce risk of transmission, unless they are also a family member. - Chaperones must continue to ensure regulatory compliance in line with all relevant legislation relating to child performance, but co-operate with parent to ensure this can safely be done in line with social distancing requirements <i>NB: Consider the level of understanding and maturity of child actors in regard to their understanding of COVID-19 precautions such as social distancing.</i>
e.	All work that can be carried out outside should be, including rehearsals and tutelage for those of school age, if required. If rehearsals are not possible outside, consider going outside for regular breaks and between set-ups.
f.	Where working with stunt performers, where possible ensure that: - Catch rigs (safety mats) and equipment that have performer contact are wiped down before and after use, and between performers

	- No other crew have contact with stunt equipment without prior approval from the Stunt Department - Stunt Department allocate a designated person to deal with the delivery, storage and handling of stunt equipment, including the driving of a vehicle if required - Personal stunt protective equipment (pads, braces, harnesses) is not shared and is appropriately cleaned at the end of the day <i>NB: Where chemicals in cleaning products cannot be used on items such as safety harnesses, the item should be removed and sealed in a suitable bag as soon as possible.</i>
	Also see sections 20. and 22. for further guidance on Costume and Hair & Make-up for cast and stunt performers.

15.	Crowd Shoots and Supporting Artists
<i>From 19th July 2021, Government guidance on social distancing in England no longer applies. Productions based in Northern Ireland, Scotland and Wales should check for the relevant devolved Government guidance as it may differ. Across the UK, productions may still wish to apply social distancing in the workplace in order to mitigate risk.</i>	
a.	Consider avoiding crowd scenes where social distancing cannot be observed or use existing industry technical solutions to reduce the number of supporting artists required.
b.	When working with supporting artists: - Casting agencies should be given a briefing on the production's COVID-19 protocols to share with Supporting artists, and the agency must ensure that supporting artists acknowledge receipt of those protocols prior to work commencing - Ensure that transport, to and from the set, and holding areas adhere to the social distancing and personal hygiene protocols - Locate holding areas as close to the shooting location as possible, to keep transit time as short as possible <i>NB: Productions could consider providing access to online training resources that full time cast and crew have used.</i>
c.	Allow extra time to receive supporting artists on site for COVID-19 symptom checking and briefings.
d.	While shooting: - ADs should work with and be briefed by COVID H&S Supervisor (or designated responsible party) when placing the background - Ensure the social distancing is adhered to wherever possible - Keep supporting artists in place for as little time as possible - Avoid face-to-face positioning

e.	Consider: - Block-booking professional supporting artists for continuity or multiple use (ensemble casting), to reduce the overall number attending set - Asking supporting artists to wear own clothes and do own hair and make-up
f.	Also see sections 20. and 22. for further guidance on Costume and Hair & Make-up for supporting artists.

16.	Studio Operations
a.	Agree clear demarcation of COVID-19 safety responsibilities between the production and Studio Operations, including cleaning.
b.	Bearing in mind additional measures and working practices in force due to COVID-19, ensure that there are still clear access arrangements and communication for Studio Operations emergency works and incident response, in accordance with UK Government guidance .
c.	To help minimise the risk of COVID-19 transmission, agree mechanisms for Studio Operations to modify/limit crew access and operations within common areas and between productions.
d.	Ensure clear, common information-sharing and communication mechanisms between productions and Studio Operations, in accordance with GDPR requirements. <i>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.</i>
e.	If multiple productions overlap, work together to organise schedules and logistics that allow for best use of available space and facilities on site.
f.	Studio cafes/canteens will operate in line with UK Government guidance to protect their workers and customers, and may offer take-away service to productions. Additional considerations may include: - Click and collect, or click and deliver, for departments - Dedicated pop-up concession to serve specific production quarantine zones The studio can help to facilitate a suitable separate dining area for cast and crew, although the related risk assessment would remain the responsibility of the production.
g.	Studio Site Operations to work with productions in ensuring that all production crew and personnel are aware of, and comply with COVID-19 related signage and markings across the studio e.g. - Display posters, labels, etc. around the site to remind people of good practice - Marked-out wheelchair-accessible lanes and one-way systems with appropriate distances as visual guidelines

	An agreed signage standard should be adopted wherever possible between productions on a studio site as a minimum.
h.	Work with Studio Operations to help identify off-site spaces that can be used to provide additional workspaces for crew and services, given the need to accommodate social distancing.

17.	Construction, Workshops and Off-set Services
a.	Apply practice set out in sections 1. to 13. of this guidance to off-set work spaces wherever possible.
b.	Compartmentalise services as much as possible to minimise contact with any other department and lower the risk of cross-contamination. For example: - Use dedicated runners for collections - Provide drop-off/collection points for items to limit contact (consider adopting a sanitisation station or quarantine system such as that set out in section 12. for the handover of items) - Pre-fabricate as much as possible off site, only assembling and painting on site
c.	Allocate sufficient time and workspace for any off-set prep work to be carried out safely.
d.	Where possible, partition workstations/benches with Perspex or clear plastic screens to segregate operators.
e.	Where possible, tools and fixed machinery should be used by a single person only - if equipment must be shared, it must be regularly disinfected and always before it is used by a different operator.
f.	Where practical, access blueprints and plans digitally.
g.	Consider splitting construction crew into separate early and late shifts.

FURTHER DEPARTMENT-SPECIFIC POINTS (ALPHABETICAL)

18.	Art, Props, Set Decoration and Graphics
a.	Apply practice set out in sections 1. to 13. of this guidance.
b.	To reduce transmission when handling equipment and other items, encourage increased handwashing.
c.	Assess how much space each shot will require to inform design and construction.
d.	Where possible, allow each of these departments to work separately on set until dressing is complete before any other departments undertake their tasks.

e.	Use a separate isolated Buying team or Buyer to source and props and dressing, and where possible: - Source items online - Coordinate delivery/logistics with Studio Operations to limit courier contacts - Place props and dressing items for quarantine or leave at a dedicated sanitisation station for thorough cleaning before they go to set - Items can then be collected for use by the Set Design Prep crew or On Set Dresser
f.	Where possible, inspect and approve props during prep and view them from a distance, by photograph, online or at a dedicated table separate from the main props storage area to avoid people convening unnecessarily.
g.	Limit handling of key props on set to a dedicated Props Department crew member and relevant cast.
h.	Where appropriate, before rehearsals and shooting: - Give final key props/surfaces a final wipe with disinfectant and use disinfectant spray on textiles - Allow time for additional cleaning and disinfection of props, furniture and other set dressing when they have been handled, leaned against etc. by other cast or crew members
i.	Remember that specific processes of decontamination may be required for delicate items which cannot be sprayed.

19.	Camera (inc. Grip/Crane/DIT/Playback/Script Supervisor)
a.	Apply practice set out in sections 1. to 13. of this guidance.
b.	To reduce transmission when handling equipment and other items, encourage increased handwashing.
c.	Allow time for DOP and Key Grip to plan safe working procedures with the Camera and Grip Department during prep.
d.	Allow camera crew sufficient additional time and space to set up, move, strike camera equipment safely, while operating under COVID-19 safer working guidance.
e.	Allow grip/crane crew sufficient additional time to install and strike equipment safely while operating under COVID-19 safety guidance.
f.	Where possible: - Establish a dedicated contained area for camera equipment, with access limited to designated crew - Limit the handling of camera equipment to designated camera crew

g.	Agree a process for safe handling of items such as camera cards and cases when passing to DIT and allow extra time for the turnaround, for example: - Limit the number of people handling them - Wipe down cards and card cases on handover - Wash hands before and after handling them - Provide appropriately sized recording media to facilitate regular camera reloads If shooting on film, discuss with the processing lab how stock and cans should be handled.
h.	Agree a process for the safe handling of equipment shared with Sound or other departments, such as lockit boxes, digi slates and sound rushes.
i.	Where possible, use remote/wireless systems for monitoring, focus, adjustment of camera settings, and remote heads for camera operating where appropriate - Allow for sufficient time and crew to facilitate set-up and maintenance of multiple monitor systems, cable runs etc. - DIT, Video Playback and Camera crew to agree a safe handling system for cables and wireless monitoring equipment - Adjustment of monitor settings by designated crew only
j.	Agree a process for safe working with tasks that require close proximity between camera crew and cast, e.g. clapper board, placing actor's marks, getting focus measurements etc.
k.	Agree processes for safe interaction between Script Supervisor and other departments.

20.	Costume
<i>Some productions may require costume fitting where social distancing and avoidance of intimate face-to-face contact is impractical nor can cast members fit their own costume. Where absolutely essential, productions should use fixed teams as outlined in section 4.a. to enable this work to proceed.</i>	
a.	Apply practice set out in sections 1. to 13. and 17. of this guidance.
b.	To reduce transmission when handling equipment and other items, encourage increased handwashing.
c.	In order to limit the number of crew on set, undertake as much work as possible, including fittings, during prep or off-site to avoid additional costumes and people coming to base where space may be limited.
d.	Keep social contact between cast and costume crew to a minimum.
e.	Apply procedures for fitting cast, including: - Avoid face-to-face positioning during fittings - Access to cast well in advance of shoot day where possible, to allow time for cast fittings and camera tests

	- Adequate prep time for Costume Designer to obtain pre-approvals where possible - Minimising costume crew and cast present at fittings - Asking cast to dress themselves where possible - Minimising Costumer/cast contact time
f.	For fitting supporting artists and stunts: - Avoid face-to-face positioning during fittings - Minimising fitting days and limiting number of Supporting Artists, Fitters and ADs where possible - Briefing and fitting remotely where possible
g.	When working with cast on set, consider: - Minimising on set crew, where possible; ideally one on-set Costumer per actor to reduce contact and speed up process - Having costume tech vehicle (with tech trucks on location) or dedicated Eazi-ups on set, where possible, to reduce movement to/from unit base - Creating two teams; one on set, one at unit base for the duration of working day, where possible
h.	When working with crowds on set, where possible consider: - Minimising the number of supporting artists and Costumers in dressing area at any one time - Asking supporting artists to dress themselves - Allowing extra time and space for checks/dressing and re-dressing - Having a dedicated costume area in holding area, to reduce contact and movement to/from Costume Department
i.	Where possible, cast should receive their costume in a screened-off cubicle and dress without assistance. Where assistance is unavoidable, avoid face-to-face positioning during fittings.
j.	To help reduce cross-contamination risk: - Sanitise and ventilate changing cubicles between use - Separate individual cast members' costumes in plastic bags - Hang cast members' own clothes inside a clean plastic cover - Launder costumes between each use and cover individually in plastic covers after cleaning
k.	Consider using an isolated Buyer to purchase costumes, fabrics and other materials - Place items in storage for quarantine or leave at sanitisation station for thorough cleaning

l.	Keep interaction with other departments to a minimum.
m.	Consider additional costume trucks for storage/prepping/laundry etc. dependent on number of crew and artists/costumes.

21.	Director and ADs
a.	Apply practice set out in sections 1. to 13. of this guidance.
b.	To reduce transmission when handling equipment and other items, encourage increased handwashing.
c.	Consider the need for an extended prep period, to take into account factors such as: - Using remote working for as much of the prep period as possible, including casting - Ensuring that appropriate social distancing is observed when face-to-face meetings with cast are essential - Conducting rehearsals in a space large enough to allow social distancing, with only essential cast and crew in attendance - Exploring and making creative choices as early as possible to allow for appropriate COVID-19 safety measures and solutions to be considered
d.	To reduce the number of people from this department on set, consider: - Using a witness camera to show the Director's rehearsal to crew via handheld devices - Keeping the 2nd AD at unit base to call cast and prepare for on-set crew, as called by 1st AD
e.	Distribute call sheets and sides electronically, where possible.
f.	ADs, the Line Producer/UPM and the COVID-19 H&S Supervisor should work together throughout prep and shooting.

22.	Hair and Make-up (HMU)
<i>Some productions may require hair and make-up where social distancing and avoidance of intimate face-to-face contact is impractical, nor can cast members do their own hair or make-up. Where absolutely essential to use hair and make-up artists (HMUAs), productions should use fixed teams as outlined in section 4.a. to enable this work to proceed.</i>	
a.	Apply practice set out in sections 1. to 13. of this guidance.
b.	To reduce transmission when handling equipment and other items, encourage increased handwashing.
c.	To further reduce the risk of transmission, position hair and make-up stations apart to allow appropriate social distancing or consider using Perspex screens between stations.

d.	When working with cast, where possible: - Allow adequate prep time for HMU Designer to obtain pre-approvals - Schedule time for cast fittings prior to shoot days to allow for quarantine/cleaning/making - Have only essential HMU crew and cast present at fittings Consider a procedure to limit time in the chair wherever possible, for example: - No food or drink at the station (as this can extend time in the chair) - Ask cast and supporting artists to do own hair and make-up where appropriate - Ask cast and supporting artists to remove own make-up where possible (following COVID-19 safe hygiene practice) - Limit any access for non-hair and make-up cast and crew
e.	When working with supporting artists and stunts, where possible: - Have larger prep areas to enable social distancing - Limit the number of supporting artists, HMU crew and ADs at fittings - Stagger fitting times to help reduce contact - Email briefs to casting agents where possible
f.	Build in extra time for HMUAs to: - Set up stations - Wash hands between tasks - Sterilise or disinfect (as appropriate) equipment, station and chair between cast members As agreed in consultation with the COVID-19 H&S Supervisor.
g.	Increase equipment hygiene, for example but not limited to: - Use air borne sanitising sprays - Keep makeup in sealable containers and lids on unless in direct use - Keep equipment to a minimum per station - Sterilise or disinfect (as appropriate) equipment between each appointment - Use disposable brushes and applicators And where possible, set up sterilisation areas with multiple autoclave/barbicide/UV cabinets in all areas/locations/set.
h.	Consider and allow extra time for processes to limit cross-contamination risk, for example: - Allocate own makeup kit, brushes, hair products and equipment to each cast member, to be sterilised or disinfected (as appropriate) daily and only used on them - Supply pins, disposable brushes for lips and glues

i.	When working on set with cast and supporting artists, where possible: - Keep HMU crew to a minimum and allocate a dedicated onset HMU supervisor/coordinator to run the department on set - Use audio visual aids to observe action remotely by Q-Take or other tech devices - Use radios/coverts when communicating with set to inform checks required - For checks, move actor to dedicated HMU area to minimise interaction with other departments - Where possible, limit or curtail on set touch-ups
j.	Keep interaction with other departments to a minimum, for example: - On set, communicate with dedicated onset HMU supervisor/coordinator - Off set, communicate with department HMU supervisor
k.	Where possible, allocate dedicated laundry facilities to the HMU Department.

23.	Lighting Technicians
a.	Apply practice set out in sections 1. to 13. of this guidance.
b.	To reduce transmission when handling equipment and other items, encourage increased handwashing.
c.	Due to the large volume of equipment used by the department, set up an appropriate equipment management and cleaning regime to be implemented and maintained by a dedicated crew member.
d.	Organise the department to ensure that there remains adequate supervision of safety critical tasks, and the meeting of relevant electrical safety regulations.
e.	Allow Lighting crew sufficient additional time, and space, to plan, install and strike equipment safely while operating under COVID-19 safer working guidance.
f.	Consider the division of personnel to support prep/strike work and on set activities separately.
g.	Where possible, offer a clear pre-light day or time using essential crew only.
h.	Wherever possible, allow electrical crew to work alone on set until lighting is complete before any other departments undertake their tasks.
i.	To reduce the risk of cross-contamination through inter-departmental or third-party contact, all appliances and distribution equipment must show proof of a recognised electrical safety test, e.g. Portable Appliance Test (PAT), before being brought onto site.
j.	To reduce the risk of cross contamination through inter-departmental contact, all electrical supplies should: - Be pre-arranged with the competent person responsible for that system

	- Be sanitised prior to use by other departments - Have Certification evidence, where applicable, provided in digital format
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24.	Locations
a.	Apply guidance set out in sections 1. to 13. and all other sections of this guidance, as applicable. Be aware that face coverings may be mandatory on some public transport and in a number of indoor public premises. People are also encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet. Cast and crew working on location should wear face coverings in line with these requirements, aside from exceptional circumstances such as a physical or mental health condition or if it negatively impacts the wearer's ability to do their job, for example performers when they are on camera or in rehearsal. Always ensure that mitigating factors are in place, as set out in section 4.a. See Appendix 1 for further information on the safe and appropriate use of face coverings.
b.	To reduce transmission when handling equipment and other items, encourage increased handwashing.
c.	Assess location viability for COVID-19 safety compliance, with input from the COVID-19 H&S Supervisor, and consider whether: - Location can allow for social distancing, even in areas crowded with equipment and/or furnishings - Location can accommodate additional workspaces for essential crew and services - Working areas can be securely isolated from public - Exclusive use can be given for entire period of use - Ample private parking can be provided, if not using a Unit Base - Unit Base can be situated within walking distance of location to reduce transport requirements 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 And always give consideration to protecting the local community from COVID-19 transmission risk.
d.	Where possible, adjust practices for location scouting and allow extra time to carry this out. For example, but not limited to: - Assess viability of location as much as possible before recce, as set out in 24.b. - Only one scout in a location at any one time and encourage location owners to provide single representative accordingly - All scouting to be shared electronically and reduce where possible requirement for physical printing or mounted boards <i>NB: Filming in public spaces might be restricted in some locations, early consultation with Local Authority and police is essential.</i>

e.	Set out guidance for conducting technical recces at locations, such as: - Allow only designated 'essential' crew to attend, including the COVID-19 H&S Supervisor as required - Use private self-drive transport where possible, e.g. cycles, own car, with no car sharing, in line with UK Government travel guidance - Conduct virtual tech recces online for non-essential crew - Provide an electronic tech recce pack, including plans of all sites
f.	Set clear protocols and allow extra time for prep, shooting and strike on location, giving due consideration to: - COVID-19 compliant deep clean of the location before and after production occupation, as appropriate to the location, e.g. when working in a heritage property - Cleaning of the location by a professional contractor at the end of each day - Provide alternative accommodation to location owners for the entire duration of use, where appropriate - Allocate one member of the location team as a single point of contact to co-ordinate all departments on location - Designate one crew member from each department a single point of contact on location - Keep face-to-face interaction between departments to a minimum - Allow a 72-hour dressed set quarantine period if appropriate sanitisation is not possible - Apply a strict rota of departmental access to location - Allow additional days for VFX Lidar scans, etc. - Set up external compound and internal isolated area for quarantine of third-party deliveries - For on-street parking of trucks, ensure safe working space and apply appropriate measures to ensure equipment remains off pathways And specifically when shooting: - Agree clear demarcation of responsibilities between the location department and production crew - Mark out clear departmental zones at each location and delegating to each department via the daily electronic call sheet - Do not utilise crew to physically lock off areas of work - 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 - Where possible, set up a one-way system within the location to maintain social distancing

	- Ensure waste is removed daily by an appropriate professional contractor Follow UK Government guidance on cleaning of work spaces and equipment.
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25.	Picture Vehicles
a.	For the safe handover of vehicles to cast and other departments, follow guidance in sections 1. to 13., and adhere to UK Government guidance on travel and transport. Productions may additionally consider: - Dedicating a Picture Car crew member to drive and re-set vehicles - Having Picture Car crew driving in vision or double - Duplicating vehicle keys to reduce cross contamination - Limiting the number of cast travelling in vehicles - Limiting the time spent in vehicles - Spacing out individuals travelling in the car to maximum distances - Driving vehicles with windows open where possible to maximise ventilation When a large number of vehicles are required consider having a Supervisor in attendance to ensure safe handover and log of vehicles.
b.	To reduce transmission when handling equipment and other items, encourage increased handwashing.
c.	When supporting cast or stunt performers with familiarisation/driving lessons/driving practice, ensure: - Vehicles are cleaned inside and out beforehand, and between users - Pay particular attention to frequently touched areas, e.g. door handles and seat belts - Sufficient ventilation in the vehicle, i.e. keep windows open
d.	When rigging vehicles for stunts/low loaders, consider: - Only Picture Car and low loader crew to be in attendance for rigging and cleaning before further departments commence work - Where rigging for stunts, prepare all vehicles off-site before coming to set, any rehearsals required must be limited and in-line with stunt requirements - Mobile workshop to be manned by a full-time driver-mechanic, who will only work with the mobile workshop - Where possible, locked-off cameras and remote sound equipment, to limit the number of crew inside vehicles

26.	Production and Accounting
a.	Apply practice set out in sections 1. to 13. of this guidance.
b.	To reduce transmission when handling equipment and other items, encourage increased handwashing.
c.	Where possible, consider remote working for production office and accounts personnel. - If remote working is not practical, ensure social distancing is observed, e.g. spacing of desks or segregating workstations with screens
d.	Adopt paperless systems where possible, for example, digital signatures, POs, payslips, contracts and timesheets as well as online banking and contactless payments. - Where paperless systems are not possible, set up a safe system for managing non-digital paperwork and mail
e.	Limit or eliminate visits to set – if a visit is essential, ensure hygiene requirements and social distancing are observed.
f.	Discourage in person visits to Production Office.

27.	Sound
a.	Apply practice set out in sections 1. to 13. of this guidance.
b.	To reduce transmission when handling equipment and other items, encourage increased handwashing.
c.	Develop a close proximity procedure: - Limit close proximity working as much as possible - Maintain close proximity working within the same group of people - Disinfect any items which come into contact with a cast member before allocating them to another cast member, or consider making them specific to actor - Crew may wish to use face coverings as an additional precautionary measure
d.	Limit close contact with cast to designated crew member(s). Where possible, consider: - Using boom mics and plant mics - Providing an isolated area for the sound mixer - Using radio mics with recording capability so that sound crew do not travel in tracking vehicle or picture vehicles
e.	When using equipment, where possible consider: - Setting up timecode network to avoid physical timecode jamming of cameras - Providing audio to camera operators using remote heads

	- Providing audio to off-set crew for line-ups shown on wide angle cameras - Providing audio to additional crew not on set - Providing intercom communications between director and crew - Using radio mics with recording capability for interior vehicle shots, limiting the need for sound travelling in tracking or picture vehicles - Using ethernet based technology to minimise use of cables - Using small speaker or in-ear playback of off-camera dialogue to avoid off-camera actors having to be on set - Supplying a speaker on-set for off-set director to communicate with actors (actors speak back using their radio mics) - Using pre-rigged multiple speakers for "Voice of God" to provide wide coverage at lower volumes for better communication and access for multiple users
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28.	Special Effects (SFX)
a.	Apply practice set out in sections 1. to 13. and 17. of this guidance.
b.	To reduce transmission when handling equipment and other items, encourage increased handwashing.
c.	Allocate a safe work zone for SFX on stages where SFX are required.
d.	Where possible: - Allocate SFX crew with their own equipment - Use remote-operation devices - For line-of-sight, use CCTV, Radio Qs, etc.
e.	For pyro storage and test areas, where possible: - Designate a test area for the sole use of each separate production - Where it is not possible to have individual storage facilities, clean the shared facility upon departure - Allocate a team to solely transport pyrotechnic articles back and forth between the testing location and pyro store - All items to be sanitised before and after use
f.	When considering the use of atmos/smoke, discuss the use requirements with the manufacturer in advance to help assess any potential COVID-19 related risk.
g.	Allow SFX crew appropriate time to complete general placing and cleaning of equipment and plant.
h.	For the unit truck, where possible:

	- Dedicate a single crew member for the truck - Only give floor crew access to the unit truck
--	--

29.	VFX Supervisors and Producers (for on set operations)
a.	Apply practice set out in sections 1. to 13. of this guidance.
b.	To reduce transmission when handling equipment and other items, encourage increased handwashing.
c.	Where possible, limit on-set VFX crew to VFX Supervisor, Virtual Production Supervisor and essential technicians.
d.	Consider structuring the department to separate support for on-set operations and necessary prep from post work, to minimise contact with on set crew where possible.
e.	Present digital concept work, pre-viz, tech-vis etc. remotely where possible.
f.	For motion-capture and cyberscanning, consider: - Providing motion-capture performers with two suits to alternate use, i.e. one to be washed overnight - Having technicians instruct performers to set up and adjust their own markers and head-mounted cameras to help maintain social distancing - Avoiding use of day players for motion-capture - Allowing extra time for appropriate cleaning of props that require cyberscanning, as they move between the scanning vendor or off-site company and on-set crew - Allowing only essential costume crew or technicians on set when cyberscanning cast in costumes and body suits, to help maintain social distancing - Avoiding ad-hoc scanning during filming, allow sufficient time in the planning/scheduling stages for this work to be done
g.	If on-set scanning and other VFX tasks are undertaken outside of call sheet hours, liaise with production and on-set crew well in advance to allow for adequate set cleaning to be undertaken before and after.

Useful Links - Always follow the latest guidance. The following links may be useful:

UK Government	
	Coronavirus (COVID-19) – Guidance and Support
	Local authorities in England receiving enhanced support to COVID-19 - local area information and advice.
	Working Safely During Coronavirus (COVID-19) - Guidance covering a range of settings, including what can be done to keep others safe.
	Working Safely During Coronavirus (COVID-19) - Guidance for people who work in or run offices, factories, labs or other similar indoor environments.
	Working Safely During Coronavirus (COVID-19) - Guidance for people who work in or run construction or other outdoor working environments.
	Working Safely During Coronavirus (COVID-19) - Guidance for people who work in or run restaurants and takeaway or delivery services, including mobile catering.
	Working Safely During Coronavirus (COVID-19) - Guidance for people who work in or run shops, branches, and close contact services, including hairdressing and fitting rooms.
	COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - Information on protecting extremely vulnerable people.
	COVID-19: cleaning in non-healthcare settings – A general guide to decontamination during the coronavirus outbreak.
	Every Mind Matters - A guide to looking after your mental health, including coronavirus and wellbeing
	Coronavirus (COVID-19): safer travel guidance for passengers - Walking, cycling, and travelling in vehicles or on public transport during the COVI outbreak, including air travel.
	Border Control and Entering or Returning to the UK – Including self-isolation requirements.
NHS	
	Check if you have coronavirus symptoms – Main symptoms and self-isolation guidance.
HSE (England, Scotland and Wales)	
	Coronavirus (COVID-19) - Latest information and advice.
Information Commissioner's Office (ICO)	
	Workplace testing – Guidance from the ICO for employers on checking whether workers have symptoms of COVID-19 or the virus itself, including GDPR.
Directors UK	
	Intimacy in the time of COVID-19 - Supplementary advice for scenes depicting intimacy.

Contact enquiries@britishfilmcommission.org.uk with any urgent enquiries about this guidance.

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DNEG	Motion Picture Association	Sony Pictures Entertainment
Equity	NBC Universal	Squire Patton Boggs
EY	Netflix	The Walt Disney Studios
Federation of Entertainment Unions	NI Screen	UK Screen Alliance
Film London	Pact	Warner Bros. Productions
First Option	Paramount Pictures	Welsh Government
Framestore		Wiggin

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APPENDIX 1 - Further UK Government Guidance on How to Make Your Workplace COVID-Secure

UK Government '[Working Safely' guidance](#) on the following areas is to be read in conjunction with BFC guidance 'Working Safely During COVID-19 in Film and High-end TV Drama Production':

1. Thinking about risk

Objective: That all employers carry out a COVID-19 risk assessment that includes the risk of COVID-19.

As an employer, you must by law protect workers and others from risks to their health and safety. This includes risks from COVID-19.

COVID-19 is a workplace hazard. You must manage it in the same way as other workplace hazards. This includes:

- completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace
- identifying control measures to manage that risk

Failure to carry out a suitable and sufficient risk assessment and put in place sufficient control measures to manage the risk may be considered a breach of health and safety law.

1.1 Overview

Your risk assessment will help you decide if you have done everything you need to. The Health and Safety Executive (HSE) has [tools to support you](#).

You should also consider the security implications of any decisions and control measures you intend to put in place. Any revisions could present new or altered security risks you may need to mitigate.

You do not have to write anything down as part of your risk assessment if you:

- have fewer than 5 workers
- are self-employed

However, you may still find it useful to do so.

Consult your workers

As an employer, you have a legal duty to consult workers on health and safety matters. You can do this by listening and talking to them about the work they do and how you will manage the risks from COVID-19.

You may do this by consulting with any recognised trade union health and safety representatives.

If you do not have any, you can consult with a representative chosen by workers. As an employer, you cannot decide who the representative will be.

Employers and workers should always come together to resolve issues. If you still cannot do this, see below for other steps you can take.

Enforcement

Enforcing authorities identify employers who do not take action to comply with the relevant law and guidance to control public health risks. When they do, they can take a range of actions to improve control of workplace risks. The HSE and your local authority are examples of enforcing authorities.

When they identify serious breaches, enforcing authorities can do a number of things. They include:

- sending you a letter
- serving you with an improvement or prohibition notice
- bringing a prosecution against you, in cases where they identify significant breaches

When an enforcing authority issues you with any advice or notices, you should respond rapidly and within their timescales.

The vast majority of employers are responsible. They will work with the government and their sector bodies to protect their workers and the public.

However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.

From Step 4, Local Authorities will continue to have the power to place public health restrictions on businesses in cases where a serious and imminent threat to public health is identified.

How to raise a concern:

If you're an employee, you can contact:

- your employee representative
- your trade union if you have one

You can also contact HSE at:

HSE COVID-19 enquiries

Telephone: 0300 790 6787 (Monday to Friday, 8:30am to 5pm)

Online: [working safely enquiry form](#)

1.2 Managing risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures.

As an employer, you have a duty to take reasonably practical steps to manage risks in the workplace.

You must work with any other employers or contractors sharing the workplace to protect everybody's health and safety.

Consider reasonable adjustments for workers with disabilities, including hidden disabilities that are not immediately obvious.

How COVID-19 is spread

The main way of spreading COVID-19 is through close contact with an infected person. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes COVID-19. These particles can be breathed in by another person.

Surfaces and belongings can also be contaminated with COVID-19, when people who are infected cough or sneeze near them or if they touch them.

Managing risk and completing your risk assessment

To carry out a suitable and sufficient risk assessment, you should consider the different ways the virus can spread and put in place measures to reduce the risk of each of these different ways.

You should use the guidance to consider the risk within your business and decide the appropriate measures to adopt.

This guidance suggests ways to reduce the risk of each of the different ways the virus can spread. You may also identify other measures to reduce risk when carrying out your risk assessment. Some of the measures may help reduce the risk of more than one of the different ways the virus can spread.

To reduce the risk of the virus spreading through aerosols, consider:

1. Providing adequate ventilation:
 - through doors, windows and vents
 - by mechanical ventilation using fans and ducts
 - through a combination of both

This is because fresh air helps to dilute the virus in occupied spaces. If you have mechanical ventilation, you should maximise the fresh air your system draws in and avoid systems that only recirculate air and do not draw in a supply of fresh air.
2. Identifying any poorly ventilated spaces and taking steps to improve fresh air flow in these areas. A CO2 monitor could help you assess whether a space is poorly ventilated. If you can't improve ventilation in poorly ventilated spaces, minimise use of these spaces.
3. Encouraging use of outside space where practical. Identifying any areas of congestion in your venue and considering if any reasonable steps could be taken to avoid this.

To reduce the risk of the virus spreading through droplets, consider:

1. Putting in place measures to reduce contact between people. Where practical, measures could include:
 - reducing the number of people each person has contact with by using 'fixed teams or partnering' or 'cohorting' (so each person works with only a few others)
 - using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face

Screens are only likely to be beneficial if placed between people who will come into close proximity with each other.
2. Encouraging the use of face coverings by workers in enclosed and crowded spaces.

To reduce the risk of the virus spreading through contaminated surfaces, consider:

1. Advising workers to wash their hands or use hand sanitiser frequently. This is particularly important before and after touching shared objects or surfaces that other people touch regularly.

2. Maintaining regular cleaning of surfaces, particularly surfaces that people touch regularly.

You should also make sure that workers who feel unwell stay at home and do not attend the venue. By law, businesses must not allow a self-isolating worker to come to work.

If your building has been unoccupied for a period during any lockdowns, you should [read the HSE advice on legionella risks](#).

You should consider the recommendations in the rest of this document as you carry out your risk assessment. You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions.

If you're currently operating, you will already have carried out a risk assessment. Use this document to identify any adjustments or further improvements you should make.

You must review the measures you have put in place to make sure they're still working or if there are changes in the workplace that could lead to new risks.

1.3 Sharing the results of your risk assessment

You should share your risk assessment results with your workforce.

If possible, consider publishing the results on your website. We expect all employers with over 50 workers to do so.

All businesses should show their workers and visitors they have:

- properly assessed their risk
- taken appropriate measures to mitigate this

2. Who should go to work

Objective: To support a safe return to the workplace. To help businesses engage with their workers to find an approach that best suits their needs.

The government is no longer instructing people to work from home if they can, so employers can start to plan a return to workplaces. During this period of high prevalence, the government expects and recommends a gradual return over the summer. You should discuss a return to the workplace with workers, and trade unions to make working arrangements that meet both business and individual needs.

You should remain responsive to workers' needs, particularly during this period when not every adult will have been offered 2 vaccine doses. You should adopt practices that help to reduce the risks to individuals in the workplace.

We recognise that ways of working have shifted through the pandemic, and many employers are looking at future hybrid models which include an element of home working. Whatever model you choose to follow for the longer term, you should discuss it with those who might be affected and also with employee representatives.

You should discuss the timing and, where applicable, phasing of any return with workers. To help them to feel safe returning to work consult with them on any health and safety measures you have put in place to reduce the risk of COVID-19 spreading.

When you consider that workers should come into your place of work, you should:

- reflect this in your workplace risk assessment
- take action to manage the risk of COVID-19 spreading, in line with this guidance

2.1 Protecting people who are at higher risk

Objective: To support those who are at a higher risk of infection and/or an adverse outcome if infected.

There are some groups who are at higher risk of severe illness from coronavirus. See guidance on [who is at higher risk](#) and [protecting people who are clinically extremely vulnerable](#).

You should give extra consideration to people at higher risk and to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield. You should continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians.

Consider providing support for workers around mental health and wellbeing. This could include advice or telephone support.

2.2 People who need to self-isolate

Objective: To stop people physically coming to work, when government guidance advises them to stay at home.

This includes people who:

- have COVID-19 symptoms
- live in a household with someone who has symptoms
- are required to self-isolate as part of [NHS Test and Trace](#)

You will usually need to:

1. Enable workers to work from home while self-isolating if appropriate. It's illegal to knowingly require or encourage someone who is being required to self-isolate to come to work.
2. See current guidance related to statutory sick pay due to COVID-19 for:
 - [employees](#)
 - [employers](#)
3. Ensure any workers who have symptoms of COVID-19 self-isolate immediately and continue for the next 10 full days. This means that if, for example, their symptoms started at any time on the 15th of the month their isolation period ends at 11:59pm on the 25th. These symptoms are:
 - a high temperature
 - a new, continuous cough
 - a loss or change to their sense of smell or taste

Workers who have tested positive for COVID-19 must self-isolate immediately and continue for the next 10 full days.

Workers that test positive but have no symptoms must also self-isolate in this way. Sometimes workers develop symptoms during their isolation period. In these cases, they must restart their 10-day self-isolation period from the day after they develop symptoms. [See the guidance for people who live in households with possible or confirmed COVID-19 infections.](#)

Self-isolating workers who have tested negative for COVID-19 may be able to return to work. Some exceptions apply. [See the guidance on when you need to keep self-isolating.](#)

4. Ensure any workers who are contacts of individuals who test positive for COVID-19 self-isolate for a period of 10 days. Contacts must self-isolate immediately and continue for the next 10 full days.
5. Ensure any workers who have been informed by NHS Test and Trace that they're a close contact of a person who has had a positive test result for COVID-19 follow the requirement to self-isolate. See the [guidance for those who have been in contact with, but do not live with, a person who has tested positive for COVID-19.](#)

2.3 Equality in the workplace

Objective: To make sure that nobody is discriminated against.

When applying this guidance, be mindful of the particular needs of different groups of workers or individuals.

It's against the law to discriminate against anyone because of their age, sex, disability, race or other 'protected characteristic'.

[Read the government guidance on discrimination](#)

As an employer, you have particular responsibilities towards:

- disabled workers
- workers who are new mothers or pregnant - see the COVID-19 advice for pregnant employees

You will usually need to:

1. Understand and take into account the particular circumstances of those with different protected characteristics.
2. Involve and communicate appropriately with workers whose protected characteristics might either:
 - expose them to a different degree of risk
 - make any steps you're thinking about inappropriate or challenging for them
3. Consider if you need to put in place any particular measures or adjustments to take account of your duties under equalities legislation.
4. Make reasonable adjustments to avoid disabled workers being put at a disadvantage.
5. Assess the health and safety risks for new or expectant mothers.

6. Make sure any steps you take do not have an unjustifiable negative impact on some groups compared to others. For example, those with caring responsibilities or religious commitments.

3. Reducing contact for workers

Objective: Reducing the risk of spreading COVID-19 by reducing the number of people workers come into contact with.

In England, from Step 4, social distancing guidance no longer applies and there are no limits on social contact between people from different households. Productions based in Northern Ireland, Scotland and Wales should check for the relevant devolved Government guidance as it may differ. COVID-19 can still be spread through social contact. You can mitigate this risk by reducing the number of people your workers come into contact with.

Examples of ways to do this include:

- reducing the number of people each person has contact with by using 'fixed teams or partnering' or 'cohorting' (so each person works with only a few others)
- reviewing layouts, using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face (screens are only likely to be beneficial if placed between people who will come into close proximity with each)

You should take account of those with protected characteristics and discuss with disabled workers what reasonable adjustments can be made to the workplace so they can work safely.

3.1 Workplaces and workstations

Objective: To reduce contact between people when they're at their workplaces and workstations, if possible.

Workstations should be assigned to an individual if possible. Often this will not be possible, and if they need to be shared, there should be ways to clean them between each user.

4. Personal Protective Equipment (PPE) and face coverings

4.1 Personal protective equipment (PPE)

Where you're already using PPE in your work activity to protect against non-COVID-19 risks, you should keep doing so. Any use of PPE should be determined by an assessment of risks in the workplace.

Do not encourage the precautionary use of PPE to protect against COVID-19 unless you're in a clinical setting or responding to a suspected or confirmed case of COVID-19.

Unless you're in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that PPE has an extremely limited role in providing extra protection.

If your risk assessment does show that PPE is required, you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

4.2 Face coverings

A face covering is something which safely covers your mouth and nose.

In England, face coverings are no longer required by law. However, the government expects and recommends that people continue to wear a face covering in crowded, enclosed spaces. Where worn correctly, this may reduce the risk of transmission to themselves and others. Be aware that workers may choose to wear a face covering in the workplace. Productions based in Northern Ireland, Scotland and Wales should additionally check for the relevant devolved Government guidance as it may differ.

Consider encouraging, for example through signage, the use of face coverings by workers, particularly in indoor areas where they may come into contact with people they do not normally meet. This is especially important in enclosed and crowded spaces.

For close contact roles, such as costume fitters, hairdressers, make-up artists, having considered the risk of COVID-19, you may decide that you're going to ask staff to wear a face covering, especially where practitioners are conducting work which requires them to be in close proximity to another person's face, mouth and nose.

When deciding whether you will ask workers to wear a face covering, you would need to consider the reasonable adjustments needed for those with disabilities. You would also need to consider carefully how this fits with other obligations to workers arising from the law on employment rights, health and safety and equality legislation.

Some people are not able to wear face coverings, and the reasons for this may not be visible to others. Please be mindful and respectful of such circumstances.

Advising your workers

If your workers choose to wear a face covering (where they are not obliged to do so by law), you should support them in using face coverings safely. This means telling them:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it
- when wearing a face covering, avoid touching your face or face covering (you could contaminate them with germs from your hands)
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change or wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions (if it's not washable, dispose of it carefully in your usual waste)

Be aware that face coverings may make it harder to communicate with people who rely on lip reading, facial expressions and clear sound.

APPENDIX 2 - Travelling to and from the UK for work in Film and High-end TV Drama Production During COVID-19

First published 06 July 2020

Last updated 22 July 2021

V.8.0

This appendix summarises government guidance relating to international travel and should be read in conjunction with [‘Working Safely During COVID-19 in Film and High-end TV Drama Production’](#).

Travelling to the UK

Traffic Light System and Rules for International Travel

Passengers arriving into the UK from all international destinations must present a negative COVID-19 test result, taken in the three days before arrival. This applies to all cast and crew, including UK citizens. The test, test provider and certificate must meet the required standards for pre-departure testing - details can be found here for [England](#), [Northern Ireland](#), [Scotland](#) and [Wales](#). Passengers must also complete a [passenger locator form](#).

International travel to and from the UK is governed by a traffic light system. Measures at the border will vary depending on whether passengers are travelling from a green, amber or red listed country. Cast and crew must check the latest government guidance for [England](#), [Northern Ireland](#), [Scotland](#) or [Wales](#) as appropriate before travelling.

From 19 July 2021, arrivals returning to the UK from amber list countries will not need to quarantine if they:

- have been fully vaccinated under the UK vaccination programme or under the UK vaccine programme overseas (see [“Fully vaccinated under the UK vaccination programme”](#))
- are participating or have participated in a formally approved clinical trial of a coronavirus vaccine in the UK
- are ordinarily resident in the UK and under the age of 18 at the time they arrive

They must have had their final dose of the vaccine at least 14 whole days before the date they arrive in England. The day they have their final dose of the vaccine does not count as one of the 14 days. They may have had one dose of the vaccine in the UK and one dose under the UK vaccine programme overseas.

Passengers will need to provide proof of their vaccination status to carriers in advance of travel. For more information, refer to the latest Government guidance for amber list countries.

NOTE: All usual [immigration requirements](#) for entering and working in the UK still apply.

British Qualifying Film and HETV Exemption

The Film and HETV Travel Self-isolation “Quarantine” Exemption, along with other screen exemptions and Travel Corridors, remains suspended. Further detail can be read [here](#).

If you get coronavirus (COVID-19) symptoms while in the UK

You should look for any of the following important symptoms during your stay in the UK:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above, even if your symptoms are mild, stay at home or at your designated accommodation and [arrange to have a test](#). You must self-isolate for at least 10 days from when your symptoms started until you are better and no longer have a high temperature.

If you have a high temperature you must continue to self-isolate even if:

- you have had and recovered from other coronavirus symptoms in this time
- you get a negative test result for coronavirus

Alert your production immediately on noticing symptoms, however mild. They will advise you of their symptom response plan, including when and how to seek medical assistance, and help to arrange an appropriate coronavirus (COVID-19) test for you.

If your test is positive, you will be asked to share your contacts with the [NHS Test and Trace service](#). Your contact detail declaration may be used to alert people who travelled to the UK alongside you.

Anyone who is not experiencing symptoms but tests positive for COVID-19 must self-isolate for at least 10 days starting from the day the test was taken.

Anyone who tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, must restart the 10-day isolation period from the day they first develop symptoms.

Please consult the [‘What to do if you get Coronavirus symptoms’](#) guidance for more information.

For a medical emergency while working in the UK, dial 999.

If a co-worker or close contact gets coronavirus (COVID-19) symptoms

Contacts who need to self-isolate will usually be notified and advised to do so by NHS Test and Trace, including by the NHS COVID-19 app. If you believe that you are a contact of someone with COVID-19 but have not yet been notified by NHS Test and Trace, you should carefully follow the guidance on how to stay safe and prevent the spread of COVID-19. In this circumstance you can arrange to take a PCR test, even if you do not have symptoms, because you may be at higher risk of being infected. Please refer to the Government’s latest guidance for contacts of people with confirmed cases of COVID-19.

International Travel Guidance Update Log

- up to and including V.8.0, 22 July 2021

22 July 2021 (V.8.0)	
	Updated guidance for cast and crew returning to the UK from amber list countries.
02 July 2021 (V.7.2)	
	Updated guidance on coronavirus (COVID-19) symptoms.
02 June 2021 (V.7.1)	
	Updated guidance on introduction of traffic light system for international travel.
17 May 2021 (V.7.0)	
	New guidance on introduction of traffic light system for international travel.
	Updated guidance on removal of Travel Declaration Forms.
01 April 2021 (V.6.1)	
	Updated guidance on Declaration Form for International Travel to reflect roadmap out of lockdown for England.
19 March 2021 (V.6.0)	
	Document title updated to reflect new content. Link added to test-booking information for travellers who will quarantine at home upon entering England from international destinations. Travel Bans and Mandatory Hotel Quarantine - updated guidance regarding travel to Northern Ireland. Updated guidance on introduction of travel declaration form for those travelling from England.
17 February 2021 (V.5.1)	
	Updated guidance on mandatory hotel quarantine and testing for permitted arrivals, including addition of information for Scotland and Wales.
11 February 2021 (V.5.0)	
	Updated guidance to reflect mandatory hotel quarantine and testing for permitted arrivals from countries on the travel bans list. Updated guidance on COVID-19 testing requirements. Updated guidance on Test to Release.
05 February 2021 (V.4.1)	
	Updated guidance on travel bans. Updated guidance on COVID-19 testing requirement for anyone arriving in the UK.
19 January 2021 (V.4.0)	
	Updated guidance on suspension of travel corridors. Updated guidance on Test to Release eligibility. Updated guidance on suspension of the British Qualifying Film and HETV Exemption.
15 January 2021 (V.3.1)	
	Updated guidance on travel bans. Updated guidance on COVID-19 testing requirement for anyone arriving in the UK.
14 December 2020 (V.3.0)	
	Updated guidance on self-isolation period. Updated to reflect new 'Test to Release' scheme.

09 December 2020 (V.2.4)	
	Updated to reflect removal of additional travel restrictions from Denmark.
11 November 2020 (V.2.3)	
	Updated guidance on travel from Denmark.
29 September 2020 (V.2.2)	
	Updated guidance on the 14-day 'bubble' for those exempt from self-isolation. Clarity on the required certificate number as proof of qualification for exemption.
31 July 2020 (V.2.1)	
	Updated guidance on self-isolation for those with COVID-19 symptoms or who have tested positive.
17 July 2020 (V.2.0)	
	Updated to reflect legislation now applicable UK-wide.
10 July 2020 (V.2.0)	
	Updated wording regarding eligibility and immigration requirements. Updated to reflect addition of Devolved Administrations. Updated guidance on required contents of eligibility confirmation letters.

APPENDIX 3 - Guidance Update Log: Working Safely During COVID-19 in Film and High-end TV Drama Production

Update log up to and including V.7.0, 22 July 2021

Section	Revision description
22 July 2021 (V.7.0)	
Introduction	Significantly updated to reflect the UK's new phase in its response to COVID-19
4.a. Social Distancing and Personal Hygiene	Significantly updated to reflect changes to social distancing and face covering requirements
6.a Travel	Updated guidance for cast and crew returning to the UK from amber list countries
Useful links	Links updated to reflect the UK's new phase in its response to COVID-19
Appendix 1	All sections of this appendix significantly updated to reflect the UK's new phase in its response to COVID-19
Appendix 2	Updated guidance for cast and crew returning to the UK from amber list countries
<u>IMPORTANT NOTE:</u>	Throughout version 7.0 of this guidance, amendments have been made to reflect changes arising from step 4 of the Government's roadmap out of lockdown
02 July 2021 (V.6.2)	
3.Introduction, 3d and 3e Who Should Work During COVID-19	Updated guidance on coronavirus (COVID-19) symptoms
Appendix 1, section 2.2, People who need to self-isolate	Updated guidance on coronavirus (COVID-19) symptoms
Appendix 1, section 4, 4. Personal Protective Equipment (PPE) and face coverings	Updated guidance on coronavirus (COVID-19) symptoms
Appendix 2	Updated guidance on coronavirus (COVID-19) symptoms
02 June 2021 (V.6.1)	
Introduction, page 1	Updated guidance regarding new COVID-19 variant in England
6.a Travel	Updated guidance on introduction of traffic light system for international travel
Appendix 2	Updated guidance on introduction of traffic light system for international travel
17 May 2021 (V.6.0)	
Introduction, page 1	Updated guidance on COVID-19 restrictions to reflect roadmap out of lockdown for England.
3.b Who Should Work During COVID-19	Updated guidance for productions on providing on-site testing.
4.a. Social Distancing and Personal Hygiene	Updated guidance relating to ventilation system in the workplace, with added link.
6.a Travel	New guidance on introduction of traffic light system for international travel.

	6.b Travel	Updated guidance on removal of Travel Declaration Forms.
	Appendix 2	New guidance on introduction of traffic light system for international travel. Updated guidance on removal of Travel Declaration Forms.
01 April 2021 (V.5.3)		
	Introduction, page 1	Updated guidance on COVID-19 restrictions to reflect roadmap out of lockdown for England.
	Introduction, page 2	Updated guidance on clinically extremely vulnerable people at work.
	3.a Who Should Work During COVID-19	Updated guidance on clinically extremely vulnerable people at work.
	6.b Travel	Updated guidance on Declaration Form for International Travel to reflect roadmap out of lockdown for England.
	Appendix 1, section 2.1, Protecting people who are at higher risk	Updated guidance on clinically extremely vulnerable people at work.
	Appendix 2	Updated guidance on Declaration Form for International Travel to reflect roadmap out of lockdown for England.
19 March 2021 (V.5.2)		
	3.b	Link added to list of and information about accredited providers of private testing kits for Covid-19. Updated guidance on registering for the government's free COVID-19 workplace testing programme.
	6.a Travel	Link added to test-booking information for travellers who will quarantine at home upon entering England from international destinations. Travel Bans and Mandatory Hotel Quarantine - updated guidance regarding travel to Northern Ireland.
	6.b Travel	Updated guidance on introduction of travel declaration form for those travelling from England outside of the Common Travel Area.
	Appendix 2	Document title updated to reflect new content. Link added to test-booking information for travellers who will quarantine at home upon entering England from international destinations. Travel Bans and Mandatory Hotel Quarantine - updated guidance regarding travel to Northern Ireland. Updated guidance on introduction of travel declaration form for those travelling from England.
17 February 2021 (V.5.1)		
	6.a Travel	Updated guidance on mandatory hotel quarantine and testing for permitted arrivals, including addition of information for Scotland and Wales.
	Appendix 2	Updated guidance on mandatory hotel quarantine and testing for permitted arrivals, including addition of information for Scotland and Wales.
11 February 2021 (V.5.0)		
	6.a Travel	Updated guidance to reflect mandatory hotel quarantine and testing for permitted arrivals from countries on the travel bans list. Updated guidance on COVID-19 testing requirements. Updated guidance on Test to Release.

	Appendix 2	Updated guidance on mandatory hotel quarantine requirements for permitted arrivals from countries on the travel bans list. Updated guidance on COVID-19 testing requirements. Updated guidance on Test to Release.
05 February 2021 (V.4.1)		
	2.e Supervision, Enforcement and Communication	Updated guidance on reporting non-compliance.
	3. Who Should Work During COVID-19	Updated guidance on obligation to self-isolate.
	3.c Who Should Work During COVID-19	Updated guidance on obligation to self-isolate.
	6.a Travel	Updated guidance on travel bans. Updated guidance on COVID-19 testing requirement for anyone arriving in the UK.
	Appendix 2	Updated guidance on travel bans. Updated guidance on COVID-19 testing requirement for anyone arriving in the UK.
19 January 2021 (V.4.0)		
	6.a Travel	Updated guidance on suspension of Travel Corridors. Updated guidance on Test to Release eligibility. Updated guidance on suspension of the British Qualifying Film and HETV Exemption.
	Appendix 2	Updated guidance on suspension of Travel Corridors. Updated guidance on Test to Release eligibility. Updated guidance on suspension of the British Qualifying Film and HETV Exemption.
15 January 2021 (V.3.4)		
	3.b Who Should Work During COVID-19	Updated guidance on COVID-19 testing for employers
	6.a Travel	Updated guidance on COVID-19 testing requirement for anyone arriving in the UK.
	Appendix 1, section 1.2 Sharing the results of your risk assessment	Updated poster for display in the workplace.
	Appendix 2	Updated guidance on travel bans. Updated guidance on COVID-19 testing requirement for anyone arriving in the UK.
12 January 2021 (V.3.3)		
	Introduction, pages 1 and 2	Updated guidance to reflect national lockdown in England. Updated guidance on clinically extremely vulnerable people at work.
	Appendix 1, section 2.1, Protecting people who are at higher risk	Updated guidance on clinically extremely vulnerable people at work.
06 January 2021 (V.3.2)		
	Introduction, pages 1 and 2	Updated guidance to reflect national lockdown in England. Updated guidance on clinically extremely vulnerable people.
	Appendix 1, section 2.1, Protecting people who are at higher risk	Updated guidance on clinically extremely vulnerable people.

23 December 2020 (V.3.1)		
	Introduction, pages 1 and 2	Updated guidance on Tiers in England. Updated guidance on clinically extremely vulnerable people.
	Appendix 1, section 2.1, Protecting people who are at higher risk	Updated guidance on clinically extremely vulnerable people.
14 December 2020 (V.3.0)		
	3.d Who Should Work During COVID-19	Updated guidance on self-isolation period.
	6.a Travel	Updated guidance on self-isolation period. Updated to reflect new 'Test to Release' scheme.
	Appendix 1, section 2.2, People who need to self-isolate	Updated guidance on self-isolation period.
	Appendix 2	Updated guidance on self-isolation period. Updated to reflect new 'Test to Release' scheme.
09 December 2020 (V.2.10)		
	6.a Travel	Updated to reflect removal of additional travel restrictions from Denmark.
	Appendix 2	Updated to reflect removal of additional travel restrictions from Denmark.
01 December 2020 (V.2.9)		
	Introduction, pages 1 and 2	Updated information and link regarding Local COVID Tiers in England.
11 November 2020 (V.2.8)		
	6.a Travel	Updated guidance on travel from Denmark.
05 November 2020 (V.2.7)		
	Introduction, page 1	Updated information and link regarding new regulations for England.
21 October 2020 (V.2.6)		
	Introduction, page 1	Updated information and link regarding local COVID alert levels.
29 September 2020 (V.2.5)		
	3.e. Who should Work	Minor update on assisting NHS Test and Trace.
	4.a. Social Distancing and Personal Hygiene	Updated guidance and links on mitigating factors for close contact working.
	6.a. Travel	Updated guidance on the 14-day 'bubble' for those exempt from self-isolation.
	8.h. On-set Crew, Cast and Supporting Artist Numbers	Updated link for guidance on meeting with others safely.
	12.d. & e. Equipment Cleanliness	Minor update on cleaning of equipment.
	24.a. Locations	Updated guidance and links on wearing face coverings on public transport and in other public places.
	Useful Links	Addition of link to Directors UK guidance on directing intimacy in time of COVID-19.

	Appendix 1, section 1.1, Managing risk	Updated guidance on working from home wherever possible.
	Appendix 1, section 2.0, Who should go to work	Updated guidance on working from home wherever possible.
	Appendix 1, section 2.2 Who should go to work	Updated link to Government guidance on making a support bubble.
	Appendix 1, section 4 Personal Protective Equipment (PPE) and face coverings	Updated guidance for close contact roles such as costume fitters, hairdressers, make-up artists
	Appendix 2	Updated guidance on the 14-day 'bubble' for those exempt from self-isolation. Clarity on the required certificate number as proof of qualification for exemption.
13 August 2020 (V.2.4)		
	Introduction, page 2, 'Protecting people who are at higher risk'	Updated guidance on returning to work for clinically extremely vulnerable individuals.
	3.a. Who Should Work	Updated guidance on supporting those at higher risk.
	4.a. Social Distancing and Personal Hygiene	Updated guidance on the use of face coverings.
	Useful Links	Link added
	Appendix 1, section 2.1 Protecting people who are at higher risk	Updated guidance on returning to work for clinically extremely vulnerable individuals.
	Appendix 1, section 2.2 People who need to self-isolate	Updated guidance on self-isolation for those with COVID-19 symptoms or who have tested positive.
	Appendix 1, section 4 Personal Protective Equipment (PPE) and face coverings	Updated guidance on the use of face coverings.
31 July 2020 (V.2.3)		
	3.d. Who Should Work	Updated guidance on self-isolation for those with COVID-19 symptoms or who have tested positive.
	6.c. Travel	Updated guidance on domestic travel.
	Appendix 1, section 1.1, Managing risk	Updated guidance on home-working.
	Appendix 1, section 2.0, Who should go to work	Updated guidance on home-working.
	Appendix 2	Updated guidance on self-isolation for those with COVID-19 symptoms or who have tested positive.
17 July 2020 (V.2.2)		
	6.a. Travel	Updated to reflect legislation now applicable UK-wide.
	11.e. Workspace Cleanliness	Updated guidance on safe disposal of waste.
	Appendix 2	Updated to reflect legislation now applicable UK-wide.
10 July 2020 (V.2.1)		
	4.a. Social Distancing and Personal Hygiene	Updated guidance for essential close proximity working.

6.a. Travel	Updated wording regarding immigration requirements. Updated to reflect addition of Devolved Administrations.
Appendix 2	Updated wording regarding eligibility and immigration requirements. Updated to reflect addition of Devolved Administrations. Updated guidance on required contents of eligibility confirmation letters.
06 July 2020 (V.2.0)	
Introduction, page 1, paras 1 to 5	Updated to reflect new Government guidance on social distancing and continuing need to keep everyone safe. Updated to highlight the need to check for local restrictions where you are filming as these may vary.
Introduction, page 1, 'How to use this guidance'	Updated to stress need to minimise risk of COVID-19 transmission. New links to definition of protected characteristics and Equality Act 2010.
Introduction, page 2, 'Protecting people who are at higher risk'	Updated guidance regarding clinically extremely vulnerable and clinically vulnerable individuals.
Introduction, page 3, links to Appendix	Updated title of link 3 to reflect changes to Government terminology.
1.c. Training	Updated link regarding information for emergency first responders in England.
2.i. Supervision, Enforcement and Communication	New point regarding repurposed space and fire risk assessments.
3.e. Who should Work	Updated information regarding self-isolation and testing. New information regarding NHS Test and Trace.
4.a. Social Distancing and Personal Hygiene	Updated to reflect new Government guidance on social distancing and mitigating actions for workers. New guidance for essential close proximity working. New guidance re. wearing of face coverings.
6.a. Travel	New information regarding travel corridors. New information regarding partial exemption to quarantine rules for some film and high-end television cast and crew.
6.b. Travel	New link to new travel guidance for airline passengers.
6.c. Travel	Updated line to highlight need to allow for disabled access in parking arrangements. Updated line to reflect requirement to wear face coverings when using public transport.
7.a. Accommodation	New link to UK Government guidance on safe operating for Accommodation providers.
14.a. Cast and Stunts	New guidance for essential close proximity working.
16.f. Studio Operations	New guidance and link regarding the operation of studio cafes/canteens.
20. (intro) Costume	New guidance for essential close proximity working.
20.c. Costume	Removed second bullet.
20.c. Costume	Amended wording.

	22. (intro) Hair & Make-up	New guidance for essential close proximity working.
	22.f., g. and h. Hair & Make-up	Amended wording regarding sanitising and disinfecting.
	24.a. Locations	Updated references to other sections within the guidance document.
	Appendix 1, section 1 Thinking about risk, para 1	Updated wording to reflect Government priorities on considering risk to workers.
	Appendix 1, section 1.1 Managing risk	Updated guidance on social distancing and mitigating actions for workers.
	Appendix 1, section 1.2 Sharing the results of your risk assessment	New information regarding enforcement and non-compliance for employers.
	Appendix 1, section 2.2 People who need to self-isolate	Updated to reflect introduction of support 'bubbles'.
	Appendix 1, section 3 inc. 3.3, 3.4 & 3.6 Social distancing for workers	Updated title and text to reflect changes to Government terminology.
	Appendix 1, section 4 Personal Protective Equipment (PPE) and face coverings, para 3	Updated text to reflect new Government guidance on social distancing. New guidance for essential close proximity working.
	Appendix 2	New guidance regarding partial exemption from self-isolation (quarantine) rules for some film and high-end television cast and crew travelling to the UK for work.
	Appendix 3	Log of updates made to guidance.
05 June 2020 (V 1.1)		
	Introduction, page 1, para 4	Updated link for productions working in Northern Ireland.
	3.a. Who Should Work	Updated link to Government guidance regarding clinically vulnerable people.
	6.a. Travel	Updated link to UK Government guidance on entering or returning to the UK.
	7.b. Accommodation	As above
	12.c. Equipment Cleanliness	Amended wording of penultimate bullet point.
	19.i. & 19.j. Camera	Amended wording in point i. and removed former point j.
	27.d. Sound	Amended wording and bullet point removed.
	Appendix 1, section 2.1 Protecting people who are at higher risk	Updated link to Government guidance regarding clinically vulnerable people.