



AUDIOVISUAL PRODUCTIONS IN TIMES OF COVID-19

SAFE SHOOTINGS

Good Practices Guide

May 2020



SPAIN FILM COMMISSION NOTE

Since May 11th it is possible to shoot in Spain. Provinces and Territories that are in PHASE 11 of the de-escalation process can host from this date the production of audiovisual works, whenever they accomplish with the hygienic-sanitary measures provided in Order SND / 399/2020 "for the flexibility of certain national restrictions, established after the declaration of the state of alarm ". 2

This Good Practices Guide aims to provide companies and professionals in the audiovisual sector with a proposal of useful, practical and clear measures and recommendations to reactivate the activity in Spain, complying with current health and safety regulations, and respecting at all times the provisions laid down by competent Public Administrations.

These measures and recommendations should be interpreted for what have been created: a Guide of Good Practices, not binding, designed to build trust and promote audiovisual production in our country; the consume of content during the period of lockdown allows us to anticipate a speedy recovery in the sector. By the way, this reality forces us to promote the best conditions to successfully consolidate in Spain the so-called "filming industry".

MADRID, May 11, 2020

Ministry of Health updates and modifications

1Territories

in Phase <https://www.mscbs.gob.es/gabinetePrensa/notaPrensa/pdf/TERRI080520212756265.pdf>

2Conditions

in which the production and filming of audiovisual works must take place

(Articles 29, 30, 31 and 32)

<https://www.boe.es/boe/dias/2020/05/09/pdfs/BOE-A-2020-4911.pdf>

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LIGHTS, CAMERA, ACTION

- Shootings can be executed on sets and private spaces, as well as in public spaces that have the appropriate authorization from the City Council or competent Administration.
- Closed areas must be cleaned and disinfected before filming. Regarding cleaning tasks, special attention will be paid to common use areas and the most frequent contact surfaces such as door knobs, tables, furniture, handrails, floors, telephones, hangers, and other elements with similar characteristics.
- Filming on sets and private outdoor spaces may be possible after evaluating occupational risks and adopting the appropriate preventive measures.
- Regarding shootings where there is no direct physical interaction, involving contact between actors and actresses, they can start accordingly with the general prevention and hygiene measures against COVID-19 indicated by health authorities.
- In cases where the nature of the work does not allow to respect interpersonal distance or the use of protection equipment, appropriate to the level of risk (for exemple actors and actresses), specific measures must be established for each particular case by the person responsible for the filming based on the recommendations of health authorities.

Check Article 31

Conditions under which audiovisual production and filming must be developed

BASIC RULES

Comply with work health and safety regulations

- Safety and health conditions in any workplace that in these circumstances is allowed to operate, and for any person working there, must comply with occupational health and safety regulations derived from the Occupational Risk Prevention Law and all the royal decrees. In addition, staff must comply with all the measures defined by Health Authorities.

Act at the first signs and symptoms

- If you are a professional in the audiovisual sector and present any symptoms (cough, fever, difficulty breathing ...) that could be associated with COVID-19, you should not go to work; you have to contact the telephone attention service of your Community or your primary care center. You should not rejoin your activity until they confirm that there is no risk to you or to other people.
- If you have been in close contact or shared space without keeping the minimum distance established with a person affected by COVID-19, you should not go to your workplace, even in the absence of symptoms, for a duration of at least 14 days. During that period you have to follow up for signs of the disease.
- All staff will be informed that in case of showing symptoms associated with or suspected of COVID-19 disease, they have to notify the company and quarantine themselves at home, without attending the workplace. If you are in the workplace and identify any symptoms associated with COVID-19 disease, you should exercise extreme caution and consult with health services. If medical assistance it is not possible, you will have to remain in quarantine until health authority determines the procedure to follow.

Vulnerable groups

- If you are vulnerable due to age, being pregnant or having previous medical conditions (such as high blood pressure, cardiovascular disease, diabetes, chronic lung diseases, cancer or immunosuppression), you will not go to the workplace. In the case, that you cannot perform your tasks remotely, you should contact your doctor to accredit that you must remain in an isolated situation for work purposes. If so, an economic benefit for temporary disability will be considered for a similar situation to an accident at work.

Masks: mandatory use

- The use of a mask will be mandatory for people 6 years old hereinafter on public roads, in outdoor spaces and in any closed space for public use or found open to the public, provided that it is not possible to maintain a interpersonal safety distance of at least two meters.
- This obligation will not be mandatory in the following cases:
 - Development of activities in which, for its own nature of these, the use of the mask.
 - Cause of force majeure or need situation.
 - People who present some kind of difficulty respiratory and / or people in whom the use of mask it is contraindicated for health reasons.

BEFORE FILMING

COVID-19 contingency plan

- Producers must prepare and provide workers with a Contingency Plan or General Protocol on Occupational Safety and Health on COVID-19, which will include the specific preventive and protective measures for each specific space and job, taking into account the psychophysical and health conditions of people who occupy them.
- The Contingency Plan or General Protocol on Occupational Safety and Health on COVID-19 should be pragmatic, simple and clear. It will be subject to constant monitoring by companies and their workers based on the evolution of the disease and the guidelines determined by health authorities at all times.
- The production company will apply this Contingency Plan COVID-19 or General Protocol on Occupational Safety and Health to all the activities carried out, as well as to subcontracted companies and to all those that access any filming workspaces or sets.

Mutual insurance and occupational hazard prevention professionals

- The production company will offer all the staff, at the time of joining the project, information about the accident insurance company. In the case that the work takes place in different locations, it will be necessary to know the closest hospital (with an emergency department) and accident insurance company.

- It is responsibility of the producers, in each specific case and depending on the nature and characteristics of the shooting, to evaluate the advisability of having a Occupational Risk Prevention, Preventive and / or Health Resources professional on the set.

Diagnosis tests

- Due that health authorities recommend it, and following its instructions, it will be advisable that staff who works at the filming location carry out, fifteen days prior to they incorporation, a diagnosis test that certify that they neither suffer nor can infect COVID-19 disease.
- In the case of actors, actresses, doubles and extras who cannot keep the interpersonal safety distance or use protective material, diagnosis tests for the detection of COVID-19 will be carried out to prove they are healthy. This will be always done under medical prescription and in accordance with the guidelines, instructions and criteria agreed to that effect by the competent health authority.
- In the above assumption, these people may also make an Affidavit of having remained in a situation of isolation from the time of the test until their incorporation.
- This recommendation does not affect people who participate in the production but do not access the shooting location.

REMOTE WORK

Minimize risks

- Remote work will be chosen in all the pre-production and post-production phases of the projects, in order to avoid contagion and minimize any risk whenever possible.

Casting

- Casting will be carried out preferably by telematic means, except exceptions in which the presence of the actor and / or actress is necessary. In this case, the basic safety and prevention rules will be respected, the interpersonal distance of two meters will be kept and only the minimum essential team will attend.

Scouting

- Scouting tasks will be carried out whenever possible remotely, using the files of the locator. When the presence in the place is justified, a single person accredited by the producer will attend carrying with his/her Responsible Declaration. In this case, it is advisable to respect the following recommendations:
 - When accessing an interior location, wear shoe cover.
 - Reduce the dialogue in the location to a single person.
 - Maintain the minimum interpersonal distance of 2 meters.

Video conference meetings

- Work meetings will be held by videoconference, except when it is not feasible for well-founded reasons

SAFE TRANSFERS

Responsible declaration

- The production company will provide workers who need it with a Responsible Declaration or Mobility Certificate that guarantees coverage on their journeys between their residence and the workplace.
- Recommendations will be established so that transfers to the workspaces and filming locations are carried out with the minimum possible risk, and the workers will inform about the conveyance that they will use in each case.

Individual transport

- Prioritize mobility options that best guarantee the interpersonal distance of approximately 2 meters. For this reason, individual transportation is preferable.
- In private transports and supplementary private transport, up to nine seats including the driver, two people can use each row of seats. They have to use masks and respect the maximum possible distance between the occupants.

Cautions in public transport

- In public passenger transport, vehicles of up to nine seats including the driver, two people can use each row of seats, and in any case, they have to respect the maximum possible distance between passengers.

- In vehicles in which, due to their technical characteristics, only one row of seats is available (cabins for heavy vehicles, vans, or others) a maximum of two people may travel, provided that their occupants wear masks and keep as much distance as possible. Otherwise, only the driver may travel.
- The use of a mask is recommended when walking, bicycle or motorcycle displacement. It is essential to keep the interpersonal distance when walking on the street.
- Verify the cleaning measures of the vehicle in case of using taxis or VTC; avoid more than one person traveling for each row of seats and maintain the maximum possible distance between occupants.

PREVENTION IN WORK CENTERS AND SET

Interpersonal distance

- Tasks and work processes must be planned so people can maintain the interpersonal distance of approximately 2 meters, both at the entrance and exit and during the stay in the work center or filming set.
- Crowds of staff in common areas should be avoided. When possible, the minimum interpersonal safety distance will be marked with marks on the ground, or through the use of beacon and signage.
- When the nature of the activity allows it, the interpersonal distance will be maintained with third parties, as well as the use of protective equipment appropriate to the level of risk.
- When the nature of the activity does not allow respect for interpersonal distance, people involved will use protective equipment appropriate to the level of risk as a protection measure.
- The use of elevators or forklifts will be limited to the essential, instead stairs will be preferably used. When its use is necessary, the maximum occupation will be one person, unless the separation of two meters is guaranteed, or in those cases of people who may require assistance.

Informative panels

- Signage elements, informative posters with hygiene measures and any other message deemed appropriate must be installed on the filming areas to ensure compliance with hygiene and prevention measures against COVID-19.
- The production company will place these signaling elements, information and messages in visible places, common spaces and bathrooms with the basic recommendations and protection measure

Protection PPE material

- The production company must make available to the members of its teams the appropriate prevention elements for the proper development of their work.
- In this sense, it will provide all workers with approved disinfectant gels and personal protection material (PPE).

Hygienic measures

- Wash your hands constantly, especially when entering and leaving the set or location, covering your mouth and nose when coughing or sneezing with a disposable tissue and, if not possible, with the inside of your elbow flexed.
- Avoid touching your eyes, nose and mouth, as hands facilitate transmission. As far as possible, do not wear contact lenses, keep nails short and neat, and hair tied back.

- Facilities where filming takes place will have means for frequent hand hygiene (washing with soap and water or alcoholic solutions). They have to be preferably operated with the foot. There will be paper towels and sanitary towels.

Disinfection of facilities

- The production company must disinfect facilities, sets, and locations as many times as necessary and especially when opening and closing. Disinfectants will be used, for example freshly prepared dilutions of bleach (1:50) or any of the disinfectants with virucidal activity that are on the market and that have been authorized and registered by the Ministry of Health.
- Surfaces that are frequently touched (tables, chairs, door knobs, bathroom and toilet surfaces, taps, keyboards, telephones ...) must be cleaned with disposable material and disinfected daily with the maximum guarantee.
- After each cleaning, used materials and protective equipment will be disposed safely, and hands will be washed afterwards. Cleaning measures will also be extended, when appropriate, to private areas such as locker rooms, lockers, toilets, kitchens and rest areas.
- When jobs are shared by more than one person, the work area will be cleaned and disinfected after the end of each use, with special attention to furniture and other items that can be manipulated.

Check all the information on Individual Protective Equipment

<https://www.insst.es/epi> <https://www.insst.es/espacio-campana-covid-19>

- When the use of the toilets is allowed, its maximum occupation will be one person, except in those cases of people who may require assistance, in which case a companion will also be allowed. They should be cleaned and disinfected at least six times a day.
- Each team that participates in the filming will assume at the beginning and end of the daily activity the disinfection and the safe custody of the material of its competence.
- If necessary, physical protection barriers will be established.
- Periodic ventilation tasks will be carried out in the facilities and, at least, daily and during five minutes. In closed spaces, the air conditioning systems will be adjusted.

Mobile phones, computers, tablets and walkies

- The use of mobile phones, computers, tablets and walkies will be exclusively personal. The access and use by any other person will be prohibited.

Avoid printing on paper

- Printing on paper of all types of documents, including work plans, shooting order, scripts will be reduced to the essential minimum.

SHOOTING WITH GUARANTEES

Basic team

- Only the "essential technical and artistic filming team (including extras)", perfectly identified, will have access to the filming set.
- In the case of extras, it will be ensured that they are always the same persons.
- The maximum capacity established must allow compliance with the interpersonal distance requirement.
- Entrance and exit of filming location will always be in a staggered manner and the team will only remain on set when necessary.
- The entry into the filming location of any person who does not provide services therein and it is not essential for the organization and viability of the work will be limited.

Security conditions

- Disinfectant gel and PPE will be available at the entrance of the filming set. PPE should be use while staff remains in the filming facilities. This material and any other that is disposable must be located in the access to the facilities and in the same place, there will be litter bins with a lid and pedal to deposit it when leaving. These bins will also be available in other spaces and should be cleaned frequently, and at least once a day.

- It is recommended to take the temperature with a non-contact thermometer (infrared thermometer) every day to all people before entering the set.
- Filming actions that require an interpersonal distance of less than the recommended 2 meters should be the minimum possible and for the shortest time required.
- All instruments, work equipment and stage elements must be disinfected whenever necessary.
- A space will be set up so during waiting times, the team can follow the recommended general safety measures and keep the safety distance between people of approximately 2 meters.

Make-up, hairdresser and vestry

- In makeup, hairdressing and vestry activities, the appropriate protective equipment must be used according to the level of risk that ensures the protection of both the worker and the artist, in any case ensure the maintenance of the distance of two meters and disinfection of materials after each use.
- It is preferably to work with laundries, hiring the specialized disinfection wash. During filming, it is recommended that the clothes of each actor or actress and extras is identified and separated with plastic covers. In the case of stunts, specialists or precision drivers, it is advisable to have a double vestry.

- Hygiene and disinfection measures will be taken with clothing material (hangers, irons, sewing machine, motorhome ...).
- Measures will be implemented so that the garments are sanitized before they are made available to others.

Prop, cameras and lightning

- The elements of decoration and props that are in contact with the technical and artistic staff will be disinfected before and after each scene.
- Camera, Light and Grip material must arrive at the shoot with a disinfection guarantee signed by the material supplier.
- It will be daily disinfected after use with alcohol and may only be used by authorized personnel

Micros and sound

- Tie microphones will be disinfected after each shot and only one will be used for each actor or actress. The protective plastic will be changed after each scene and character.
- Headsets will be non-transferable and will be disinfected after each use.
- When its use is essential, the pole microphone will be protected, will be located at a safe distance from the actor or actress and will be disinfected after each shot

Foods and setting products

- Food and any product that it is on scene must have custody, and be protected and isolated from its preparation until the moment the filming begins.
- It is recommended the use of single use cutlery, glasses, plates and utensils on stage, if possible eco-friendly. In the case of using reusable cutlery, glasses and dishes they will be washed with hot soapy water, preferably in the dishwasher at more than 60°C.

Setting vehicles

- All stage cars must arrive at the start of production with a disinfection guarantee signed by the supplier. During the shooting, the interior of the vehicle must be disinfected after each use.

Catering

- A special space will be set up for catering, when it is not possible to carry out a continuous shooting day, establishing shifts to maintain safe distances and avoid crowds.
- The presentation of food will be in individual boxes using hermetic (eco-friendly) vegetable fiber containers. Handling of products at the filming location will be reduced to the minimum and the catering staff will be provided with the necessary clothing, single-use waterproof gloves and the use of protective masks.
- All work supplies and food containers will be sanitized and sterilized.

Animals in set

- Filming with animals will require a veterinary study, the presence of the responsible staff and disinfection of the legs. Interaction with the artistic team will be limited to the minimum necessary.

Daily register of activity

- The production company will designate a person or team responsible for carrying out a daily registry throughout the filming period, which will list the actions carried out, the schedule, the people who access the set, disinfection operations, delivery of PPE material... This information will always be updated and available when required.

PRIVATE LOCATIONS

- Shottings can be carried out in private locations, subject to agreement with the property.
- The location will be disinfected before and after filming.
- The number of technical and artistic team staff that can access the location will be set previously.
- By now, it is not possible to shoot in locations where the use of common spaces for access is required (portal, stairs, elevators..).

FILMING IN PUBLIC AND NATURE AREAS

- Public Administrations of each Autonomous Community will determine, within their competences, the conditions and processing deadlines to allow filming in public and natural spaces owned by them, upon request from the producer.
- The filming area will be delimited in public and natural spaces and the basic measures and recommendations established in this Good Practice Guide will be maintained, whenever feasible.

INTERNATIONAL SHOOTINGS

- They are currently subject to the limitations of foreign mobility and entry to the country.

FILMING WITH UNDER AGE

- Consult with the competent labor authority in each Autonomous Community about the conditions and deadlines for processing in order to obtain authorization in the case of filming with minors under 16 years of age.

**SPAIN
FILM
COMMISSION**

SHOOTING IN SPAIN

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