

ANNEX C. GUIDELINES DURING THE STAGES OF PRODUCTION

Annex C.1. PRE-PRODUCTION

A. Considerations Before Starting

- a. All projects must keep the minimum number of workers needed for the project on any site at any time. A regular crew base must be engaged instead of short-term crews for the duration of the project.
- b. All productions must have adequate measures to ensure the health and well-being of all involved while maintaining all other Health and Safety requirements.
- c. All physical distancing and hygiene measures must be achievable (e.g. space at site, sanitizing, and handwashing facilities available).
- d. All production sites (studio and locations) must have undertaken a deep clean before and after each shoot.
- e. Big crowd scenes requiring close physical contact must not be allowed.
- f. A production calendar must be created as agreed upon by the production heads with the necessary workers in every stage of production.
- g. For workspaces, the layout must allow for avoiding face to face desks, and 2 meters apart where possible. Engineered barriers are necessary where this separation is not applicable.

B. General Work Arrangement

- a. Pre-production meetings, technical meetings, and other prep work must be done online.
- b. Remote or online approvals must be observed.
- c. Should face to face interactions be required, the producer/employer must be responsible for the sanitation of the area and all other objects that will be used. The producer must also provide handwashing areas with adequate water and soap, hand sanitizers, tissues, and covered trash bins.
- d. Pre-production meetings must be scheduled within a reasonable amount of time before the shoot.
- e. The pre-production arrangements must be agreed on and disseminated immediately to facilitate proper preparations.
- f. A clear and realistic shoot schedule and shot list must be agreed upon and disseminated before the shoot day.
- g. All workers' COVID-19 health declaration forms must be submitted before the shoot, with those who reported to be experiencing flu-like symptoms being required to stay at home.
- h. Creative executions must comply with current health and safety requirements.
- i. Productions may consider sequestering cast and crew in hotels or appropriate lodging to control the environment and avoid bringing illness to and from the set.
- j. Workers who may effectively be able to work from home for prep, shoot, wrap must be identified before the shoot.
- k. All items in the general guidelines (masks, temperature checks, proper hygiene, and physical distancing) must be observed.

C. Casting/Auditions

- a. When possible, casting sessions and callbacks must be done remotely via online video conferencing platforms.
- b. Open calls where anyone can just report to the casting site must be discouraged. Individuals must have assigned window times of arrival.

- c. Should they be done face to face, auditions and callbacks must have a staggered schedule so that on-camera performers do not crowd in the same room, and physical distancing can still be observed.
- d. On-camera performers may be encouraged to wait in their cars, not in the waiting area of the casting facility. Waiting areas of the casting facility must be aided with visual cues for physical distancing (i.e., ground markers, barriers, etc.) as well as proper ventilation.
- e. Waiting areas must comply with the protocols for mass gatherings wherein only ten (10) people are allowed in an area for moderate-risk areas, and a maximum of fifty (50) people for low-risk areas.
- f. On-camera performers may check-in for attendance from outside via text or email.
- g. One dedicated personnel must sign all performers in and out.
- h. Audition sets must be treated as closed sets where only essential crew may be allowed.
- i. During in-person group auditions, on-camera performers must wear PPE (masks, gloves, etc.) and maintain physical distancing.
- j. When casting families, real families may be casted when possible so physical contact is kept within an existing family unit.
- k. Wardrobe specifications must be identified in the breakdowns so that on-camera performers may bring outfits that can be worn on the audition.
- l. On-camera performers must bring their own make-up and brushes, sample, or test wardrobe/props to avoid cross-contamination.
- m. Physical contact between cast during auditions or callbacks, i.e. for an intimate scene, etc. must not be allowed.
- n. If distributing hard copies of the scripts/sides, papers used after each reading must be disposed of.
- o. Strict implementation of general guidelines on venue sanitation, masks, physical distancing must be observed during face to face casting.

D. Location / Ocular Work

- a. Scouting must be done by the location manager or the team virtually as much as possible, carefully considering the number of locations that must be scouted in-person. Initial location proposals may come from stock and online sources.
- b. Size and space given the safety and health protocols must be given consideration when deciding among location options.
- c. While on location, conversations must be done outside as much as possible for better ventilation.
- d. Space and airflow must be maximized when designating areas for a shoot.
- e. Studio shoots are encouraged for control and security. The use of other private venues (private houses, clubhouses) may also be considered, as long as these are exclusive for the use of the production.
- f. Public venues such as streets, markets, malls, and the like are highly discouraged and must be avoided.
- g. Location managers must be understanding and supportive of production companies that have reservations and must fully understand the precautions being undertaken by the production company they are scouting for.
- h. Backup locations must be an option if a location pulls out or otherwise becomes unavailable
- i. All locations must allow for proper air ventilation. There should be ample space for holding areas, foot traffic, and the proposed work zones.
- j. It is also suggested to shoot Day for Day and Night for Night to minimize equipment to be used.

- k. Permit applications must be submitted as early as possible in case of release of new regulations.
- l. It is recommended that the location owners or occupiers are not present during filming and only return after a final clean has been done.
- m. When filming in private homes, alternative lodging may be provided to the house occupants for the duration of the shoot including pets.
- n. Self-driving must be observed when possible during scouting.
- o. If carpooling, everyone must be in masks, gloves, etc. inside the vehicle and must keep physical distancing restrictions.
- p. Location managers may consider renting multiple vehicles to allow distance between seats.
- q. For on-location scouting, drivers must wipe down the vans (seats, handles, etc.) inside and out every time people exit the vehicle.
- r. Locations must be thoroughly sanitized before and after use.
- s. Disinfectants must be used carefully to avoid damage to the structures and furniture.
- t. Soap dispensers, preferably sensor activated, and hand dryers, etc. must be provided in locations when available.
- u. Washing stations must be provided when there is no access to running water.

Annex C.2. PRODUCTION OR PRINCIPAL PHOTOGRAPHY

A. General Working Arrangements

- a. Team sizes must be kept as small as possible. A skeleton workforce system must be utilized to limit the number of cast and crew on set.
- b. A maximum number of people on the production site must be limited to fifty (50) people and below.
- c. Productions must keep a record of who is in each team every day, as they may be required to track back for contact tracing.
- d. Producers must issue Production IDs to all personnel attending the shoot and must be required for entry. These must be displayed prominently during the entire duration of work.
- e. Appropriate posters/signages in the appropriate areas around the sites must be displayed.
- f. All guidelines and reminders must be posted around the site, including but not limited to bathrooms, make-up, wardrobe, dressing, and common areas.
- g. Wherever possible, alternating shifts must be observed to reduce the potential of exposure.
- h. The production sites may be separated into zones (or by other methods or systems) as much as possible to keep different teams/departments physically separated.
- i. An isolation area or space must be designated in the production site for workers who feel unwell or showing flu-like symptoms.
- j. The site layout should be designed to allow for unidirectional movement in aisles, corridors, or walkways as well as in high-traffic areas, such as elevators and stairs.
- k. Stairs should be used in preference to elevators. Where elevators must be used:
 1. Capacity must be lowered to reduce congestion and contact
 2. Touchpoints, doors, buttons, etc. must be regularly cleaned
- l. Ventilation must be increased in enclosed spaces.

B. General Hygiene

- a. A dress code must be enforced. Pants, closed shoes, and shirts are minimum requirements for workers.
- b. Each worker must sanitize their hands with hand sanitizer or soap and running water before entering onto the site.
- c. If soap and water are not available, alcohol-based hand sanitizers or sanitizing wipes must be provided. Antibacterial solutions must be placed on set and used throughout the shoot for all workers. Sanitizers are best if hands are not soiled.
- d. Hand sanitizing stations and/or handwashing stations, tissues, and covered trash bins must be provided throughout the set area and near entrances.
- e. Alcohol-based sanitizers are flammable, and workers must ensure that their hands are completely dry of all sanitizer before coming into contact with any heat or ignition sources.
- f. Workers must be reminded to respect people's personal space.
- g. Handshakes, hugs, and kisses are discouraged.
- h. Workers must practice coughing or sneezing into their elbows and using single-use tissues.
- i. Workers must be reminded to refrain from using or touching other people's phones or personal work tools.
- j. Any personal items brought to the site by workers must be kept separate from other workers' items.
- k. Individual PPE for workers must be kept separate from others and cleaned properly.

- l. Surfaces, equipment, and other elements of the work environment must be frequently cleaned and disinfected using alcohol-based sanitizing wipes.
- m. All eating and drinking utensils must be cleaned by the user or handled by a person who is adequately trained and wearing gloves. Paper towels must be accessible for drying of hands and must be disposed directly to a suitable trash bin which is regularly emptied.

C. Health And Medical Precautions

- a. An OSH-certified Health and Safety Officer must be present on set at all times.
- b. A Health and Safety Orientation must be conducted by the OSH officer before the grind. Periodic reminders must be announced by the Assistant Director or the assigned Production Assistant for hand washing, disinfecting, and proper respiratory etiquette. These must be announced during strategic hours of the principal photography (e.g. before and after lunch and other breaks, before and after rolling, after scene or production wrap, etc.).
- c. The OSH officer must check the temperature of all workers and ensure that all safety and health measures are enforced.
- d. Workers must get their temperature taken at the beginning of each day and every 6 hours after that, as well as for every entry in the workplace or production site.
- e. For multi-day shoots, a chart must be kept to monitor temperature changes in the workers.
- f. Anyone who registers a temperature of above 37.5 degrees Celsius standard temperature (indicating a fever), or has a cough or a cold or muscle pain, or has traveled within the last 14 days in high-risk areas, must be denied entry or sent home.
- g. Workers must self-monitor for signs or symptoms of illness and must immediately report to the officer in charge who must report to the producer/employer.
- h. Workers must wear the appropriate Personal Protective Equipment (PPE) for their specific responsibilities, including but not limited to gloves, goggles, face shields, masks that cover the nose and mouth, finger cots (suitable for finger-only touch points such as copier, microwave) which must be provided by the producer/employer.
- i. Replacement masks must be provided after 8 hours.
- j. Other additional Personal Protective Equipment (e.g. PPE suit) may be used at the worker's discretion and expenses.

D. External Interactions and Deliveries

- a. Only authorized member/s of the production must be allowed to receive supplies and deliveries.
- b. Interactions with external and delivery individuals must be kept as brief as possible.
- c. Delivery drivers must remain in their vehicles if the load will allow it and must wear gloves, wash or sanitize their hands before unloading goods and materials.
- d. Paperwork related to such must be emailed rather than handed over as much as possible.
- e. Wherever possible, items must be sanitized upon receipt, and before their departure.
- f. If unavoidable, personnel handling the items must wear gloves and wash hands before and after handling items.

E. Site Entry

- a. No visitors may be allowed on the site. Only workers involved in the project may enter any locations or work sites

- b. An official list of production workers indicating the zones they belong to must be provided to the personnel handling site entries before the shoot. Only those on the list must be allowed on-site.
- c. The Sign-In Form must be recorded and handled by one person when possible and must not be passed around.
- d. Staggered start and finish times for each activity must be observed whenever possible to reduce congestion and contact.
- e. Site access points must be monitored to ensure physical distancing. It may be needed to change the number of access points, increase them to minimize congestion or decrease them to facilitate better monitoring.
- f. Access points and entries must be free of unnecessary furniture and equipment to encourage physical distancing. Facilitating unidirectional foot traffic will also help.
- g. Thorough and frequent cleaning of entry systems that require skin contact like fingerprint scanners or keypads must be observed.
- h. A footbath mat must be placed at all entrances of the production site.
- i. All workers must be required to wash or clean their hands before entering and leaving the site. Distancing of no less than one meter between people waiting to enter the site must be observed.
- j. Disinfecting tents at the entrances may be installed but are not required.
- k. Common contact surfaces in reception, office, access control, and delivery areas, e.g. scanners, turnstiles, screens, telephone handsets, desks must be regularly and thoroughly cleaned especially during peak flow times.

F. Site Meetings

- a. A remote briefing may be done before arrival on-site via video conferencing or by phone. If an in-person briefing is required, reduce the number of people present and hold them outdoors wherever possible. If rooms will be used, the same should be well ventilated / windows opened to allow fresh air circulation.
- b. For physical meetings, only necessary meeting participants must attend.
- c. Attendees should be no less than one meter apart from each other wherever possible.
- d. Physical production meetings must be carried out with physical distancing of 1 meter. If possible, particularly if in a confined space, a ten-person limit is recommended. PPE must be available for use.

G. Close Contact Work

- a. All work must be planned to minimize contact between workers.
- b. For situations where it is not possible or safe for workers to distance themselves from each other by one meter:
 - 1. Those working in close contact space should stay in the same pairings or combinations for any close work.
 - 2. Members for the same team must be maintained.
 - 3. Work carried out in close contact space should be carried out using the appropriate PPE and / or adequate safe work measures.
- c. Reusable PPE should be thoroughly cleaned after use and not shared between workers.
- d. Single-use PPE should be disposed of so that it cannot be reused.

H. Site Installations

- a. For site installations like public exhibitions, the number of workers must be kept to a minimum and follow all PPE and guidelines in the locality.

- b. For public spaces, appropriate permits (location, health and safety, etc) must be secured.

I. Equipment

- a. Equipment used by workers must be cleaned at the end of each day.
- b. Tools and other shared equipment must be regularly cleaned/sanitized.
- c. Distribution of common equipment (i.e. radios) and/or paperwork may be done via a separate distribution desk on location with sanitizing equipment available before pick up.
- d. Radios, batteries, and similar accessories for replacement must be dropped off in a separate designated area isolated from clean radios. These must be sanitized before reuse and distribution.
- e. Special attention must be paid to the cleaning/sanitizing of microphones (in audio booths) and other equipment that will be in close contact with the on-camera performers.

J. Set Protocol

- a. Sets should be treated as closed sets, with essential workers on set only.
- b. The Assistant Director/s, Location, and OSH Officer must constantly monitor the number of people on set as well as entry/exit points.
- c. For enclosed shooting sets, regular aeration must be observed with open windows when possible. It is recommended that the crew are allowed time during the day to get fresh air.
- d. When working on location, all instructions from the Assistant Director and guidelines from the OSH Officer must be followed. If not required on set, workers must wait at their respective work zones until needed.

K. Toilet Facilities

- a. Toilets must be cleaned and have running water, soap, and tissue at all times. Maintenance personnel must be assigned to periodically disinfect and wipe down all surfaces and shared work areas.
- b. Physical distancing rules must apply in the use of shared facilities, including lining up to use toilets.
- c. If the numbers require it, additional facilities like multiple portalets may be installed.
- d. Hands must be washed and sanitized before and after using the facilities. Posters must be installed as an extra reminder.
- e. Enhanced cleaning practices for toilet facilities must be observed, particularly frequent cleaning of door handles, locks, toilet flushes, and sanitary bins.
- f. Enough suitable trash bins must be provided for single-use tissues with regular removal and disposal.

L. Catering Arrangements

- a. Hygiene Protocols
 - 1. If workers need to leave the production site for any reason, entry and exit procedures must be followed.
 - 2. As a general rule, on-set catering must adhere to government guidelines regarding food service. It is recommended that food to be served during the shoot be provided by a caterer that has safety certifications for safe food handling.
 - 3. All personnel handling food must be required to wear new and fresh masks and shields, gloves, and hairnets.

4. Any person handling food should thoroughly wash their hands before and after and wear gloves.
5. All meals must be served in individually packed single-serve containers and distributed in such a fashion as to avoid surface contamination and handling of shared utensils.
6. Utensils must be individually wrapped in plastic (or similar packaging).
7. When possible, disposable, ecologically friendly flatware, plates, and cups must be used.
8. A craft service table may be set up for food and drinks, like individually packed snacks. Sharing of food and utensils must be highly discouraged.
9. Handwashing facilities or hand sanitizers should be available at the entrance of any area where people eat and should be used by workers when entering and leaving the area.
10. Workers may be encouraged to bring their own pre-prepared meals and refillable drinking bottles, and utensils, and must be responsible for keeping them clean and sanitized.
11. Workers must sit a minimum of two meters apart while eating and avoid all contact.
12. Shared eating utensils, cups, etc. must not be used unless a dishwasher is available to clean them.
13. All individuals must be responsible for picking up their food and drinks and disposing of their trash after.
14. All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, and vending machines.
15. To minimize contact, access and use of coffee machines must be limited. Otherwise, the machine must be wiped down after each use with disinfecting wipes.

b. **Physical Distancing**

1. Lunch and other meal times may be staggered to reduce congestion and contact.
2. Self-service stations or buffet style catering must not be allowed.
3. Eating in communal areas is discouraged. It is best to eat in the individual work area, and all wastes must be disposed of properly.
4. If eating in individual work areas is not possible
 - i. Physical distancing must be maintained in dining areas—one worker per table and two (2) meter-distance per table.
 - ii. Dedicated eating areas should be identified on-site to reduce food waste and contamination.
 - iii. It is discouraged that workers engage in conversation with masks off during meal times.
 - iv. Tables and chairs should be thoroughly cleaned between each use.

M. Holding And Common Areas

- a. All common and holding areas for cast and crew must be set up outside whenever possible. If rooms will be used, the same should be well ventilated / windows opened to allow fresh air circulation, and windows and doors must be kept open when possible to increase ventilation.
- b. Seating must be arranged in such a fashion as to promote distancing and prescribed seating should minimize social interaction between departments.
- c. Priority must be given to ventilation of all interior spaces either through open windows or mechanical ventilation.
- d. Larger tents with portable A/C units may be considered.

N. Changing Facilities, Showers, and Drying Rooms

- a. To reduce congestion and contact, staggered start and finish times for these facilities must be observed.
- b. Enhanced cleaning of all facilities throughout the day and at the end of each day must be observed.
- c. If the numbers require it, increasing the number or size of these facilities may be considered.
- d. The number of people that can use the facilities at any one time must be established based on a distance of two meters between each individual.
- e. Enough trash bins must be provided in these facilities with regular removal and disposal.

O. Smoking

- a. Smoking or use of electronic cigarettes or vaping devices must be prohibited in workplaces and production sites as smoking/vaping increases the risk of COVID-19 transmission.
- b. If smoking/vaping is absolutely unavoidable, smokers/vapers must use outdoor, designated areas outside of workplaces and production sites and must remain compliant with Executive Order No. 26, s. 2017 *Providing for the Establishment of Smoke-free Environments in Public and Enclosed Spaces*. Cigarette butts must be placed in designated receptacles and hands must be washed/sanitized before and after smoking.
- c. The designated areas must ensure that smoke or vapor produced will not go into another person's breathing zone or at least three (3) meters from another person.

Annex C.3. POST-PRODUCTION

A. General Working Arrangements

- a. Post-production workers must be aware of and oriented before reporting back to work, including the correct use of PPE.
- b. Post-production workers must work remotely as much as possible.
- c. Post-production / interdepartmental meetings must be done online.
- d. Physical meetings must be carried out with physical distancing of one (1) meter per individual. If possible and particularly if in a confined space, a ten-person limit is recommended. PPE should be available for those who will be using it.
- e. Physical distancing of two (2) meters wherever possible between workstations must be implemented in the workplace.
- f. Office workers may be split into smaller workgroup zones if applicable.
- g. Designated officers must be in charge of keeping records for contact tracing purposes, as well as ensuring that PPE and hand/workspace/equipment sanitizer requirements are provided for each department. For larger productions, a specific Post-production Role may need to be created to document, administer, and track the same.
- h. Designated officers in charge of collecting and sorting Declaration Forms and other personal data should be adequately briefed on the Privacy Act and the need for confidentiality and secure storage of such info.
- i. Any worker who feels unwell must not come to work and if they become unwell at work, they must go home.
- j. If a worker displays any of the symptoms of COVID-19, the OSH must be notified. All workers that he/she has had contact with must be identified.
- k. If a person or persons are confirmed for COVID-19, the closure of the workplace must be undertaken. This decision must be made on DOH guidelines based on information on the extent of the exposure.
- l. Workers arriving at the workplace or post production facility must wash/sanitize their hands upon arrival and before touching any surfaces.
- m. A strict personal hygiene and hand washing/sanitizing regime must be observed.
- n. Personal workstations must be cleaned/sanitized each day.
- o. PPE (gloves and masks) must be available for those who either require or wish to use them.

B. Work Space Hygiene & Office Protocols

- a. Hand sanitizing stations must be readily available at the workplace/post-production facility.
- b. Workspace layout must be considered to avoid face to face desks, and keep desks 2 meters apart where possible. Engineered barriers may be necessary where this separation is not possible.
- c. Laptop/screen/equipment cleaning products must be readily available in the workspace. Computer terminals and phones must be regularly cleaned.
- d. Office equipment must be used only by one person as much as possible (i.e., laptops, printers, scanners, stationery, etc.). Otherwise, appropriate PPE must be provided for shared equipment.
- e. Common work surfaces must be cleaned regularly including door handles, shared photocopiers, taps, light switches, and the like. Floors must be mopped at the end of each day.
- f. A cleaning record of rooms, surfaces, and equipment must be maintained.
- g. PPE (gloves, masks) must be provided as needed.
- h. Rooms must be well ventilated and windows must be opened to allow fresh air circulation.
- i. Air conditioning must be put in a fresh air setting, not on recirculation.

- j. Stairs must be used in preference to elevators.
- k. No visitors may be allowed in the workplace. Only workers involved in the project may enter any locations in the workplace.
- l. A specific delivery spot must be designated for each section. Unless impractical, all deliveries must be designated at the gate/door of the workplace only.

C. Site Entry

- a. All crew must sign-in when arriving and sign-out when departing the post production facility and/or workplace.
- b. The sign-in process must be contactless if possible. Contactless points of entry into the workplace are recommended.
- c. All entry and exit points must be controlled and monitored.
- d. All workers must keep a log of non-worksites locations (e.g. stores.) and interactions (meeting suppliers, location owners, etc.) that they may have had during working hours.
- e. All workers are recommended to keep a note of their interactions outside of work hours (while on a job).

D. Kitchen & Catering

- a. Meal times must be staggered where possible and physical distancing measures must be observed.
- b. No open snacks, fruit, or food must be shared. Workers may be encouraged to bring their own pre-prepared meals. Where appropriate, the producer/employer may consider providing a subsidy for workers who are required to bring their own lunch.
- c. All communal cutlery and utensils must be sterilized after each use.
- d. Single-use cutlery and utensils may be used if sterilization is not possible.

E. Toilets and Showers

- a. Physical distancing rules must apply to the use of shared facilities, including bathrooms and showers.
- b. Sanitizing stations must be available outside of communal facilities (i.e. toilets or portalets).
- c. If the numbers require it, additional facilities may be installed.
- d. Hygiene posters and signages must be visible in shared spaces like kitchens, toilets, entrances, and exits.

F. Interaction with Other Departments, External Vendors, and Suppliers

- a. Workers must keep within their own work zones as much as possible.
- b. External interactions with other divisions, crew, and the public must follow physical distancing protocols.
- c. As much as possible, handing out of physical paperwork unless essential must be avoided.
- d. Each team must have a designated officer as a contact between departmental zones.
- e. Workers must keep a daily log of their interactions with external vendors/suppliers.
- f. All Declaration, Health and Safety, and Registration Forms must be collected digitally. Otherwise, these must be noted down by a designated officer.

G. Meetings

- a. Interdepartmental meetings must be done remotely or on digital platforms as much as possible. Otherwise, meetings must be held in open areas.
- b. Physical distancing must be maintained on essential interdepartmental meetings and work (i.e., wardrobe fittings, pre-production meetings, tech recess, etc.). PPE must be worn, especially when dealing with external contacts.

- c. If attended by multiple people, post-production approval sessions must be kept to a minimum and anyone who can reasonably participate remotely must do so. The size of the space and the time required to be spent in the room must be considered. Regular breaks and open doors/windows must also be considered.

H. Travel

- a. No communal travel must be done by workers. Where this is not possible, physical distancing must be adhered to, and vehicles must be cleaned before and after use.
- b. Vehicles must have open windows while travelling as much as possible.
- c. Workers who travel together must always be part of the same work zone.
- d. A passenger log must be kept for shared vehicles.
- e. Shared vehicles must not be used outside of work purposes.

I. Cast and Voice Performers

- a. Information on COVID-19 and health and safety guidelines must be distributed to the cast and voice performers before they arrive at the post production facility.
- b. All cast and voice performers must wash/sanitize hands on arrival at location/studio or post production facility.
- c. Whenever possible, a specific area must be set up for the cast and voice performers with physical distancing observed.