

## ANNEX J. COVID-19 PRODUCTION ZONE BREAKDOWN

### A. What is a Production Zone?

The creation of the Production Zone allows for the production to be broken down and operate within physical distancing protocols. Through this layout measure, zones ensure how a crew can work safely within a film and audiovisual production. Engaging the crew and reviewing the tasks within the production zone will assist in identifying potential COVID-19 related risks and applying the appropriate control measures required to provide a safe and healthy workplace.

The Production Zone includes on-site or off-site operations.

A worker's zone describes the close contacts that he/she directly works with. Each production zone will have smaller department zones.

Productions may require additional zones or find that not all roles or zones apply. This will be reflected in the size or complexity of the project.

- A. It is recommended to keep zones as small as possible with no more than ten (10) people inside to undertake the required tasks safely.
- B. A minimum distance of no less than one meter is to be observed at all times as a general rule. This includes rest breaks, meal breaks, travel, and use of toilets. However, there are varying measurements of physical distancing within zones depending on the type of space where work is undertaken.
  1. Uncontrolled Spaces
    - a. When production interacts with the public, a physical distancing of two meters should be maintained at all times.
    - b. Two meters of separation is needed to maintain physical distancing with the crew and other persons because these spaces are outside of the production zone.
  2. Controlled Spaces
    - a. Where a production can manage and control a site or workplace, then the minimum physical distancing of 1 meter applies. Additional control measures may also be implemented.
  3. Close Contact Space
    - a. Crew can undertake close contact tasks where interaction between workers is 0-1 meter. Any crew working within this distance needs to use PPE as well as implement additional control methods.
- C. Spending over fifteen (15) minutes within one to two meters is considered as close contact, and therefore stringent contact tracing measures must be in place.
- D. Only production approved crew who have implemented safety precautions, can work closer than one meter, (i.e. cast and make-up) or for critical safety and emergency reasons. Safety precautions must be adhered to at all times.

### B. What is an On-Site Production Zone?

The full area of the production site is considered the On-Site Production Zone which must observe all DOH, DOLE, and FDCP Standards and Protocols in this Order.

- a. Risk assessment of locations and sites/workplaces, identifying risks and control measures, must be done to minimize the risk of infectious diseases.

- b. The script and casting must be reviewed to allow the limiting of on-camera performers present on set and enable physical distancing.
- c. Producer/Employer must ensure that all workers are engaged and able to raise concerns over any risks associated with their work and infectious diseases.
- d. Locations may be closed or restricted due to influences of COVID-19 and due diligence must be undertaken to assess the risks at each workplace.
- e. Health screenings must be conducted by production to monitor worker health and identify any risks.
- f. Immigration considerations must be considered for international workers.
- g. Catering arrangements must be contactless and follow relevant hygiene standards. Prepackaged food may be considered and no open service, buffet-style service tables may be allowed.
- h. Staggered lunch breaks, or separated areas must be implemented to deter crew congregations.
- i. Scheduling must consider the increased amount of time required to undertake work due to COVID-19 risks and controls.
- j. Worker fatigue and wellness must be considered and factored into the shoot day.
- k. Accounting must use a paperless system where possible.
- l. Call sheets, scripts, and other paperwork with the crew must be communicated online.
- m. Suppliers must be restricted from coming on-site to undertake work like site or equipment repairs. They must be scheduled to arrive after hours or when there are limited people on site.

### **C. What is an Area Zone?**

These are separated spaces within the Production Zone and may be divided further into department zones. These include but are not limited to the following:

1. On-Set Area Zone (On-Site)
2. Off-Set Area Zone (On-Site)
3. Location and Prep Area Zone (On-Site)
4. Workshop Area Zone (Off-Site)
5. Remote Area Zone (Off-Site)

### **D. What is a Department Zone?**

The Department Zone is contained inside an area zone and consists of multiple workgroups. These are Essential Departments to enable on set operations including but not limited to Camera, Sound, Grips, Lighting / Electrics, ADs, Script Continuity, On Set Art, and Locations.

### **E. Specific Safety Guidelines**

#### **1. On-Set Area Zone**

- a. Scripts must be reviewed to accommodate the limiting of the number of on-camera performers.
- b. The number of crew behind the camera must also be limited, as well as the number of equipment to limit the amount of potential exposure and common touch surfaces.
- c. An on-set safety briefing must be conducted to highlight risks and the control measures that need to be adhered to.
- d. The OSH officer may assist in guiding the correct health and safety protocols on set as per the relevant Department of Health, Occupational Safety and Health guidance, and the FDCP Standards and Protocols.

- e. Only select members of the crew may be allowed to do final checks on set that involve close contact. No one else should undertake these tasks, and they should adhere to all necessary control measures.
- f. Final checks that require close contact must be done in as little time as possible.
- g. If a workstation on set is required, they should be set up in a way to facilitate physical distancing.
- h. The daily shoot schedule should be achievable to avoid worker fatigue and considering the extra time needed to complete tasks.
- i. Each area zone and its workers must be given enough time and space to complete their work.
- j. Remote/multiple monitors may be installed for review. Crew must be restricted from gathering around monitors.
- k. Electronic call sheets must be used.
- l. Radios or phones must be used to talk remotely.
- m. Items taken on set like radios and tech equipment must be frequently disinfected.
- n. Common touch items must be minimized from around the workstations.

## **2. Off-Set Area Zone**

- a. Interaction between department zones must be limited.
- b. As travel may be necessary between on-set and off-set area zones, cleaning, physical distancing, and handwashing protocols must be observed.
- c. The on-camera performers must be sent to the on-set zone as camera-ready as possible.
- d. Hair and Make-up, Costume, and on-camera performers must only roam in their zone.
- e. Catering and craft services arrangements must be contactless.
- f. Any location moves to be undertaken must take into consideration the limited crew on site.
- g. For controlled spaces, physical distancing must follow the general rule of no less than one (1) meter apart per person.
- h. Regular disinfecting of equipment and all common touch surfaces within each area zone must be conducted.
- i. Workstations must be separated to allow for the correct physical distancing.
- j. Radios or phones must be used to talk remotely.

## **3. Location and Set Preparation Area Zone**

- a. Risk control measures at the production site must be installed before the crew and workers arrive on site. This may take several hours, days, or even weeks to set up a site ready for the production shoot, depending on the scale of the production.
- b. The production site must be controlled, and access must be recorded to enable contact tracing and prevent close contact with the general public.
- c. Area Zones required to fabricate and construct sets must maintain physical distancing and should be separated from the shoot and production zone.
- d. There must be applicable physical distancing controls for the crew in place such as one-way foot traffic, barriers, or floor markings.
- e. Hygiene facilities must be set up, including handwashing and/or sanitizer stations.
- f. PPE must be made available for set preparation and shoot crew.

- g. Appropriate cleaning supplies must be made available for the crew to clean equipment.

#### **4. Workshop Area Zone**

- a. This includes construction workshops where set-pieces are fabricated.
- b. An isolation area must be set up for potentially contaminated equipment/props/set pieces or decorations.
- c. Physical distancing controls for the crew must be in place such as one-way foot traffic, barriers, or floor markings.
- d. Set up hygiene facilities, including handwashing and/or sanitizer stations.
- e. PPE must be made available to workers.
- f. Drop off areas must be established to enable sanitizing/quarantining equipment products as they arrive on site.

#### **5. Remote Worker Area Zones**

- a. For Production members required to work in a shared office, physical distancing guidelines must be observed.
- b. Workers must work remotely as much as possible.
- c. Location managers must communicate online as much as possible. Online resources and location photo libraries may be utilized to limit any travel and interactions.
- d. Location Landlords/Owners are required to ensure that any potential risks are communicated to the producers leasing the location and controls identified to mitigate the risk.
- e. Production companies must undertake due diligence and establish if there are any additional controls they will need to implement to provide a safe and healthy work environment for all cast, crew, and other persons.
- f. LGUs in coordination with DOH, DOLE, and FDCP may audit the health and safety structures of production and review for compliance.

#### **6. Department Zones with Close Contact Interactions**

- a. These involve workers that perform tasks with close physical interactions including cast, make-up, stunt performers. Time spent when performing close contact tasks must be limited as much as possible.
- b. Close contact tasks (0-1metre) introduce a higher risk, and producers/employers must eliminate or minimize this increased risk by applying the appropriate control measures.
- c. There must be dedicated close contact areas for each area zone that involves close contact whenever possible e.g. rehearsals on- set or off- set between on-camera performers.
- d. Precautions must be taken to limit interactions with those performing close contact tasks.
- e. If possible, one person must perform multiple tasks so as to reduce the number of close contact workers.
- f. Whenever possible, one person must perform multiple tasks and a regular crew base may be engaged as opposed to short-term crews.
- g. Common touch items from around the workstations must be reduced.
- h. Close contact department zones must have posted reminders about hygiene practices based on this Order and must provide single-use products as much as possible.
- i. Personal protective equipment such as gloves, face shields, and masks must be available for use.

- j. Additional time to perform close contact work due to the required safety precautions must be factored into the schedule.
- k. Items must not be shared between workers.
- l. Equipment and items must be cleaned at the start and end of each day and at appropriate intervals throughout the day.
- m. There must be direct routes from the close contact zones to the set and other essential locations to limit contact with other persons and contact with common touch surfaces.
- n. In case someone becomes unwell or exhibits flu-like symptoms especially in close contact zones, records must be kept for effective contact tracing. Workers who are spending over 15 minutes within 1 to 2 meters proximity from each other must be particularly taken note of.
- o. For every close contact zone, the number of crew that is allowed on set must be limited.
- p. The time spent when undertaking close contact tasks must be limited as much as possible.
- q. It is recommended that close contact zones within a Department Zone must not have more than three (3) people.

## Area Zone and Department Zones Table

Area Zone	Location	Department Zones
On Set Zone	Production Site	<u>On Set Tech Crew</u> Director, AD, Grip, Lighting, DOP/Camera Crew, PD/Art Deptt, Sound, Script Continuity Supervisor <u>On Set Production</u> Producers, Production Manager <u>OSH Officer/s</u> <u>Cast/Extras/Stunts</u> <u>Hair and Makeup Artists, Wardrobe/Costume Prosthetics</u> <u>Craft Services, Other Suppliers (e.g. VFX)</u>
Off Set Zone	Production Site	<u>Tech and Unit Base</u> Grip, Lighting, Camera, Sound, Costume, Location Manager, Drivers, Hair and Make-up Artists, Art Department <u>Off Set Suppliers (e.g. Security)</u> <u>Catering</u> <u>Craft Services</u>
Set and Location Prep Zone	Production Site	<u>Preparation</u> Production Designer, Art Director, Set Dresser <u>Transport, Locations (As needed)</u>
Workshop Zone	Off-Production Site	<u>Construction/Art Workshops</u> Storage facilities for set pieces, props, equipment, off set workrooms, constructions workshop
Remote Worker Zone	Off-Production Site	Producers, Production Manager, Production Office, Location Manager, Health and Safety Officer, Transport, Accounts, Department Coordinators <u>Offsite Rehearsals</u> Stunts, Casting <u>Post Production Processes</u> Picture Editor, Assistant Editor, Online Editor, Sound Designer, VFX Artist, Colorist, Musical Scorer <u>Remote Art Department</u> Design, Buyers <u>Location Scouts</u>