

COVID-19

Shooting Guidelines

Version 16– 25th February 2022

As of 24th February 2022 people who test positive for COVID are no longer legally required to self-isolate. Nor is someone who is a contact of someone with COVID required to take a COVID test or self-isolate. **The guidance is the same as the law previously and these Guidelines require you to follow the guidance because it is the responsible course and the appropriate course in the context of your health and safety obligations as below: If you develop [COVID-19 symptoms](#), self-isolate immediately and [get a PCR test](#), even if your symptoms are mild.**

People who test positive should stay at home and avoid contact with other people for at least 5 full days and continue to isolate until they have 2 negative tests 24 hours apart on consecutive days. So little has changed for those testing positive- COVID remains a live threat to productions and to the people working on them. You should still follow the same guidance and recommendations despite the legal change.

There is still Government COVID-19 guidance to follow through and as an employer, under the Health and Safety at Work etc. Act 1974, you continue to have a legal duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of anyone who has contact with their business (employees, freelancers, contractors, members of the public etc.). The Management of Health and Safety at Work Regulations 1999 sit beneath this law and provide detail on what a safety management system should look like (e.g., how your business identifies and assesses its risks, takes steps to control them, trains relevant staff, and monitors/reviews its safety processes to ensure they are being carried out correctly and remain effective). [The HSE](#) has produced detailed guidance on this. Failure to comply with a business' health and safety duties is a criminal offence.

The purpose of this document is continuing to assist production companies to assess and manage their COVID-19 risks on shoots and identify reasonable and practical steps to safeguard the health and safety of everyone attending a film shoot in relation to COVID-19.

We have omitted much of the general guidance from the earlier version of these Guidelines because either it is no longer relevant, or it doesn't require to be specifically highlighted and we want to ensure the new guidance is not lost in that detail.

The latest [UK Government guidance](#) on how businesses should control COVID-19 risks, as well as these Guidelines, should be considered (and relevant parts implemented) as you work through your business' safety management procedure, particularly when carrying out your COVID-19 risk assessment.

In addition, everyone working on the production and attending it has responsibilities in respect of COVID-19. They can meet them by working in accordance with these Guidelines.

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 cast or crew about attending the production, even in cases where protected characteristics do not appear to be relevant.

- Follow [ICO guidance](#) on storing data and testing. 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 [dataprotection impact assessment](#).

This document has been prepared in consultation with the Department for Digital, CultureMedia and Sport (DCMS) with input from APA members and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE). It will be updated regularly in response to feedback on how it works in practice, new Government law and regulation.

It is very important that you review [UK Government updates](#) in law and guidance so that your risk assessment and procedures are updated to reflect these changes. Please ensure you are working from the latest guidance which is [HERE](#).

NB: These guidelines are based on the law and guidance for filming in England. Productions based in [Northern Ireland](#), [Scotland](#) and [Wales](#) should additionally check for the relevant devolved Government guidance as it may differ.

Productions should always be sensitive to local restrictions in place where you are filming. If so, you should first read the guidance relevant to that area as this may supersede guidance in this document.

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APA GUIDELINES

The new Government guidelines recommend the following courses of action, and we recommend you follow those by taking these COVID measures (“the COVID measures”):

- Carry out a COVID-19 risk assessment.
- Clean more often- both of surfaces and in the provision of hand sanitiser and instructions to those attending the production to use it.
- Wear face coverings whilst around people you don't usually meet.
- Restricting contact between people who do not usually meet to the extent it is practical to do so.
- Provide adequate ventilation.
- Turn people with coronavirus symptoms away.

We also advise additional requirements for businesses' COVID-19 risk assessments and advise that companies must:

- Share the results of their COVID-19 risk assessment with their workforce.
- Demonstrate to their workers and customers that they have properly assessed their risk and taken appropriate measures to mitigate this. You should do this by displaying a [Staying COVID-19 Secure](#) notification in a prominent place in your business and on your website.

KEY PRINCIPLES

The purpose of the COVID measures is to break transmission of the virus and reduce the risk of infection.

We should operate on the basis that we all have the potential to be asymptomatic carriers and should adhere to the safety principles to minimise risk by taking the following actions:

- Restricting contact between people who do not usually meet to the extent it is practical to do so.
- Wash your hands with soap and water, or hand sanitiser as often as possible.
- Report any COVID-19 symptoms to your employer.
- Cover your face in enclosed spaces, especially where social distancing may be difficult and where you come into contact with people you don't normally meet.

APA BEST PRACTICES

These are recommendations as to how to structure your live-action production and again, they will be constantly reviewed and updated. Productions should consider implementing the following:

- A clear system for the communication and dissemination of COVID-19 related information, including:
 - > Signing of the Health Declaration Form in Appendix 1.
- 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.
- 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.

Every person who will be attending the location must sign the COVID-19 Health Declaration Form (Appendix 1).

We have organised our best practices as follows:

- Health and Safety - General
- Budget and Contract
- Casting
- The Shoot - General
- Hair and Make-up
- Crewing Up

NB: 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.

HEALTH AND SAFETY - GENERAL

- Carry out a full risk assessment for each production at the recce. We recommend that this is done by a Health and Safety Officer.
- All HoDs should submit their own departmental risk assessments which set out their COVID-19 precautions.
- All crew and talent to provide contacts for family/household in case of emergency on the day of shooting, as per the Health Declaration Form (Appendix 1).
- You may choose to have a Health and Safety Officer on the shoot (e.g.: on a larger shoot with multiple elements) but their expertise and value usually lie in attending the recce, carrying out the risk assessment and making recommendations to minimise COVID-19 risks. We recommend you have a COVID Supervisor to implement and monitor COVID measures as per Appendix 2. This person must oversee the implementation and monitoring of necessary controls, with authority to stop unsafe working practices. They should have undertaken the [APA COVID Guidelines Assessment Test](#).
- Avoid sharing hand tools and personal property (mobile phones, pens, walkies etc.) Crew must be responsible for the safety and sanitisation of their own items.
- In an emergency (e.g.: an accident, provision of first aid, fire, break-in, etc.) those involved in the provision of assistance to others should pay particular attention to sanitisation measures immediately afterwards including washing hands.
- 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
 - > Ensure that all symptom-checking data recorded complies with GDPR. Following detailed [UK Government guidance](#).
- If anyone suffers COVID-19 symptoms, they should inform the producer and follow [UK Government recommendations](#) on self-isolation and [testing](#) which advises them to self-isolate and get a test. If the test is positive, then they are required to complete 5 days of self-isolation. They can then leave self isolation following 2 negative Covid tests taken 24 hours apart.
- Anyone that does not have symptoms but has tested positive for COVID-19, is advised to stay at home and self-isolate from the day the test was taken.

BUDGET AND CONTRACT

- Cost the requirements of this protocol within your bids. Should regulations change, space needs to be made by agency/client to accommodate these if production incurs further costs.
- State on your bid letter that anyone attending the shoot for the agency, client and/or production company will be required to adhere to the COVID-19 APA Shooting Guidelines.
- The production should be planned to minimise COVID-19 related disruption risks so far as it is reasonably practicable to do so. In respect of the COVID-19 related risks to production which remain:
 - > Make provision for what happens in the event of such disruption (e.g., an agreement that the director or cast will be replaced if they become unavailable because of

COVID-19).

NB: As per the Tripartite Agreement states the advertiser will underwrite costs incurred due to coronavirus for postponement or cancellation. The obligation of the production company (and agency) in that agreement is to plan the production in such a way as to minimise the risk of COVID-19 disruption and to mitigate the effects of such disruption if it occurs.

CASTING

- Consider special precautions for any cast member who was previously classed as [clinically vulnerable](#). See [UK Government guidance](#) on protecting the previously clinically vulnerable and definitions.
- Ask agency to not confirm any cast until they have signed the Health Declaration form (Appendix 1).

THE SHOOT - GENERAL

- Consider reducing the number of people each person has contact with by using fixed teams, cohorts or partnering (so each person works with only a few others). For example, where social distancing may be impractical due to the degree of proximity required (such as intimate/fighting scenes, dancing, costume fitting, hair and make-up), fixed teams could be operated as follows:
 - > to group individuals into fixed teams that work together throughout a production or for specific periods of a production to minimise the risk of transmission beyond these fixed groups.
 - > to minimise transmission risk between fixed groups when they mix outside their group during shooting, during breaks or moving around a venue.

If necessary, have large enough areas for crew holding to enable alternating teams in the working area.

- Consider increasing video monitors on set to avoid clusters of people.
- Set out best practice personal hygiene for crew, in line with UK Government and Public Health Authorities' guidance, including washing and thoroughly dry hands on arrival and during the day at regular intervals.
- Provide clearly visible and spacious hygiene stations for washing, with plentiful supply of alcohol-based hand sanitiser and wipes and soap and water provided wherever possible.
- All crew to be regularly briefed on and adhere to any safety guidelines or notices given on the day.
- Consider conducting daily COVID-19 symptom checks with cast and crew.
- Consider any space markers where possible and one-way routes to minimise interaction.
- Provide covered bins for safe disposal of tissues, coverings, gloves, etc.
- Each department is responsible for keeping their own area and equipment clean.

WARDROBE

- Complete costume fittings as much as possible during prep or off-site to avoid people

congregating during production. If fittings have to be done in person, then the wardrobe department can set up clothes and supervise fitting from a safe distance. If fittings can be done at home, they should be and relayed via video-call or photos.

- Consider using existing/talent-owned wardrobe if possible.
- Talent dress themselves wherever possible.
- Avoid sharing equipment, for example maintaining a dedicated sewing machine for one user.

HAIR AND MAKE-UP

- Limit the time spent in a hair and make-up chair whenever possible. Position hair and make-up stations to allow appropriate social distancing or use Perspex screens between stations.
- HMU department to utilise disposable kit where possible. Kit should remain unique to each artist.
- Follow appropriate barbicide, sterilisation and other disinfecting processes for all equipment after each application and immediate surfaces.
- Ask performers to do own hair and make-up / touch-ups where appropriate. Request cast and supporting artists remove own make-up where possible.
- If HMU crew need to break social distancing, you must wear face coverings, limit face-to-face positioning where possible, remain within fixed teams (see The Shoot – General, above) and refer to the Face Coverings, Enhanced Protection and PPE section, below.
- Keep HMU separate from Wardrobe. Provide sufficient space for both departments to maintain adequate distance.

CREWING-UP

- It is advisable to hire a medic/nurse depending on the size of the unit.
- Do not confirm crew until they have signed the Health Declaration Form (Appendix 1).
- For health and safety personnel see the Health and Safety – General section, above.
- Require all crew to notify production if they develop symptoms prior to shoot.
- Crew previously classed as [clinically vulnerable](#), should be given special consideration and enhanced measures. See [UK Government guidance](#) on protecting the clinically vulnerable and definitions.
- Notify all crew of specific production safety protocol requirements prior to the shoot (e.g., mandatory face coverings unless exempt, on-site testing.)
- Provide crew with an email confirmation of their engagement for them to produce if the police question them on their travel to the location.

NB: a waiver of rights by a crew member in respect of their contracting COVID-19 is of no value - English law does not permit excluding liability for causing injury or death through negligence, so a waiver is not part of this guidance.

HIRED EQUIPMENT - GENERAL

- 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](#).
- All equipment hire facilities should have their own risk assessments and health and safety practices including their COVID-19 regimes and should provide you with copies.

APPENDIX 1: HEALTH DECLARATION

**COVID-19 HEALTH DECLARATION FORM FOR CREW / TALENT / AGENCY / CLIENT
ATTENDING SHOOT**

As part of our commitment to provide a safe working environment for all on set during the pandemic, we require you to confirm in writing, by signing below, that:

- You have no cause to believe that you have COVID-19
- You have not had a cough, or a temperature of 37.8 degrees centigrade or above in the last 10 days.
- If you develop a cough or a temperature of 37.8 degrees centigrade or above at any point before or during or within 10 days following the shoot you will immediately inform the production company engaging you.
- If you are over 70 years of age or have any pre-existing condition which would put yourself at increased risk of severe illness from COVID-19, as defined by the Government [here](#), you must inform production.
- **If you are medically exempt from wearing a mask, you must notify production and disclose the reason for exemption upon returning this form and ahead of the shoot so production can make reasonable adjustments to ensure a safe working environment.**
- We may introduce testing as a further measure to mitigate risk on set. If so, you consent to a Covid test.
- You will notify us immediately should anything change as regards to the above confirmations.
- You have read, understood and agree to abide by the [COVID-19 APA Shooting Guidelines](#).
- For the purposes of GDPR you consent to our sharing and retaining your data to the extent that it is reasonably necessary for the safety of you and everybody on the production.

Please provide us with contact details of spouse / partner / home-dweller in the case of emergency on set: Name of resident emergency contact:

Mobile of resident emergency contact:

Print your name:

Signed:

Job Title:

Date of birth:

Date:

Your contact details if we need to contact you in event that crew or talent show symptoms of COVID-19 within 10 days of our shoot:

APPENDIX

The COVID Supervisor should oversee and implement the recommended workplace requirements, as set out by UK Government, including hand and respiratory hygiene and depending on the level of mitigation on each individual set. These include assessing and applying social distancing requirements to the working environment as per the production's COVID risk assessment, ensuring accessibility and inclusivity in COVID-19 safer working practices and supporting and safeguarding those defined by UK Government as most at risk of contracting COVID-19. Examples of setting supervision and enforcement processes as below:

TASKS TO BE ALLOCATED TO A MEMBER OR MEMBERS OF THE PRODUCTION TEAM OR CREW OR, DEPENDING ON THE NATURE AND SCALE OF THE PRODUCTION, BY A COVID SUPERVISOR ENGAGED TO PERFORM THEM:

- Make sure set is clean before shooting - oversee cleaners
- Make sure the studio/location is well ventilated.
- Make sure that hand-sanitising stations are set up correctly
- Make sure all areas have been set up correctly as needed - medic tent etc.
- Ensure that all are aware of the source of appropriate face coverings and distribute accordingly
- Make sure notices/posters are set up and visible
- Make sure toilets are set up and clean
- Coordinate temperature checking
- Check communal areas are clean

Note: this is a non-exhaustive list and production companies should add additional tasks they require depending on the circumstances of the production.

This draft notice is to enable you to comply with your obligations under the Government COVID-19 Guidelines which require you to put details of how you are managing COVID-19 risks on your website.

Important note: This is an example document and must be tailored to your business and the results of your business' COVID-19 company risk assessment.

DELETE THE RED TEXT ABOVE BEFORE POSTING ON YOUR WEBSITE.

[INSERT COMPANY LETTERHEAD]

HELPING OUR PEOPLE STAY SAFE DURING THE COVID-19 PANDEMIC

The safety of our cast, crew and contributors is our highest priority. In order to ensure the health and safety of our people during the continued pandemic we have carefully assessed the risks of COVID-19 during production with reference to government and industry guidance.

In order to reduce those risks identified, as far as reasonably practicable, we will implement a package of control measures that will be in place during all stages of our productions.

How we are keeping people safe.

We are focusing on the following areas to ensure we can manage the risks of infection from COVID-19, carrying out specific assessments where necessary.

IN OUR OFFICES:

- **Minimising** - minimising the number of people in our offices at any time.
- **Communicating** - ensuring those who have symptoms or are ill know not to come into work and to return home immediately if they become ill at work.
- **Commuting** - considering the risks in commuting especially on public transport, introducing mitigations such as staggered start times.
- **Cleaning** - increasing the frequency of cleaning.
- **Face covering** - supporting our people in the safe wearing of face coverings on a commute and in scenarios where they choose to wear.

DURING OUR PRODUCTION ACTIVITIES:

- **Travel** - seeking to minimise travel requirements wherever possible.
- **Location** - considering the physical capacity of space used as well as ensuring the provision of adequate hygiene facilities.
- **Work Activities** - considering the activities that people are going to need to undertake across roles in a production and if these can be adapted or changed to reduce risk.
- **Work Equipment** - managing the sharing of work equipment which is key to production from cameras and headsets to edit suites. Focusing on good hygiene and managing potential issues with touchpoints.
- **Work Patterns** - reviewing work patterns to encourage fixed teams (cohorts) of people who don't come into contact with other groups.

- **Catering and Rest Areas** - reconfiguring catering provision and planning breaks to ensure our people are as safe as possible.
- **First Aid and Emergency services** - planning activities to reduce the risk of requiring emergency services to be called as well as advice to first aiders on COVID-19 risk.
- **Masks** - as per the APA COVID Shooting and Office Guidelines.
- **Mental Health** - the COVID-19 risk and the response has had a potential Mental Health impact for those working on productions which should be considered. Those having to work at home may feel isolated with those on set perhaps feeling fearful and anxious of the virus.

Monitoring - compliance will be monitored and if required people will be reminded of the COVID-19 working practices.