CPA COVID-19 PROTOCOL

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INTRODUCTION

The Commercial Producers Association of South Africa presents guidelines for commercial film production in South Africa during alert levels 1-5.

The CPA recommends that producers ensure compliance with all current legislation pertaining to Covid-19 at the time of production.

Further to this, please note this document does not supersede any Government mandated regulations or relevant Municipal Standard Operating Procedures.

Please refer to the attached addendum which outlines the current guidelines and restrictions relevant to the specific alert level.

The CPA does not take responsibility for any errors or omissions in this document.

GENERAL PRACTICES

- Monitoring systems must be in place to:
    - ensure compliance with safety protocols at all times
    - identify infections amongst employees and crew members as efficiently as possible
- On set, and in the production office, Covid-19 transmission risk, and health and safety assessments will be conducted; this includes worker education
- On entering the production office, all personnel will be screened for symptoms of Covid-19
- In the production office or on set, social distancing measures will be implemented; these will be practiced at all times
- The wearing of government regulation masks that cover the nose and mouth is mandatory
- Where personnel fail to provide their own, PPE and hand sanitizer will be provided
- All work environments will have both hand sanitizer and hand-washing facilities
- In the production office and on set good housekeeping practices (including the regular cleaning of surfaces and shared equipment) will be implemented
- Where possible, all areas will be well ventilated
- As per the various Alert Levels, applicable curfews and legislated rules as per Government, Health Authorities, Municipal, and local City Film Office SOPs must be adhered to.
- When working outside of the legislated curfew, each person will require a Form – '*PERMIT TO PERFORM AN ESSENTIAL OR PERMITTED SERVICE*"
- Additionally, when filming in Cape Town, the City of Cape Town's SOPs will apply: https://resource.capetown.gov.za/documentcentre/Documents/Procedures%2C%20guidelines%20and%20regulations/CapeTownFilmOffice-COVIDStandardOperatingProcedures.pdf
  These guidelines are supplemental to Government, Health Authorities, and Municipal and Local Film Office SOPs, Guidelines and Mandates for the Workplace and at no time should it be considered that they replace them.
- No one is deemed exempt from these supplemental protocols, or those mandated by Government, Health Authorities, Municipal, and/or local City Film Office SOPs

PRACTICAL IMPLEMENTATION OF GUIDELINES

- All companies are advised to conduct ongoing education of staff, crew, cast, and suppliers ensuring that they are educated on the ways in which the coronavirus is spread, and measures to be taken to limit infection.
- Places of work must have clear signage regarding the prevention of the spread of coronavirus and this information should be communicated regularly.

INFORMED CONSENT

- Each person will be on set under the premise of 'informed consent'.
- This will be acknowledged by way of signing the Crew and Cast Indemnity Form

INDIVIDUAL RESPONSIBILITY

- All production teams and all personnel on set have an individual responsibility and a social duty to prevent the transmission of Covid-19
- Every film shoot is unique. Therefore, when it comes to creative considerations and what is permissible in front of camera, common sense must prevail; producers need to consider what is responsible on a case-by-case basis

GUIDELINES

TRAVEL GUIDELINES

- When traveling to work in shared or public transport, crew and production staff will, in addition to the standard protocols of wearing masks at all times, sanitizing on entering a vehicle etc., ensure that for purposes of ventilation, the vehicle's windows are open

PRE-PRODUCTION GUIDELINES

OFFICE BASED PRE-PRODUCTION

- Where possible briefs, production meetings, and pre-prod meetings will be held remotely
- Production will undergo daily health screenings prior to entering the production office
- All production staff will be educated on standard practices relating to Covid-19; this will include current Government, and City SOPs

CASTING

- Where castings or call-backs take place at a casting studio, the casting director will ensure that all Covid-19 related safety protocols are adhered to
- Upon arrival at a casting, talent will be required to fill in a health questionnaire and temperatures taken and recorded
- Overflow areas that allow for social distancing protocols will be set up outside studios
- Casting directors and staff at casting studios will wear masks at all times.
- Talent will be required to wear masks at all times with the exception of during their audition

TECHNICAL RECCE

- Only essential crew will attend the technical recce.
- Prior to and upon arrival of a recce, crew and all in attendance will be required to complete in a health questionnaire and temperatures taken and recorded
- Where possible crew will 'self-drive' to locations.
- Where a recce vehicle is required, the number of passengers will be limited in such a way that it allows for social distancing and the protocols as set out in Section 3 (Travel) to be maintained

WARDROBE FITTINGS

- The number of people at fitting to be limited to essential personnel only.
- Upon arrival at a fitting, talent and all in attendance will be required to fill in a health questionnaire and temperatures taken and recorded
- Costume hire facilities will implement wardrobe hire and sanitization protocols
- In order to accommodate cleaning and sanitization protocols such as washing/steaming of clothes prior to and after fittings adequate prep and approval times will be allowed for.
- The wardrobe stylist will assist one cast member at a time, sanitizing between each artist.
- It is recommended that stylists and their assistants wear visors at fittings.

ON SET GUIDELINES

ON SET

- For all shoot days regardless of size a qualified medic from a registered ambulance service is required to be present on set. (The requirement for the qualified medic to be from a registered ambulance service refers to shoots in Cape Town only)
- For shoots over 50 pax (cast & crew) an additional Covid Compliance Officer is required on set.
- The number of medics required per shoot will be schedule, location and job dependent and will need to be determined once the final risk assessment for each shoot has been conducted
- The Medic/CCO will be responsible for overseeing health checks and ensuring that all safety protocols on set, and at basecamps/holding areas are adhered to.
- The Medic/CCO has final say on safety, compliance, and any issues arising due to Covid-19
- For shoots with stunts, there will be a dedicated medic for the safety and a further Medic/CCO who will manage compliance; the Medic may not fill both positions
- The name and contact details of the Medic/CCO on set will be clearly visible in the call sheet, on dailies and communicated to crew and talent
- Before being allowed access to set, all personnel including crew, cast, client, and agency will be screened by the Health & Safety team where they will be required to:
    - submit to a temperature screening.
    - complete and sign a Health Questionnaire
    - read and sign the Covid-19 Crew and Cast Indemnity form
- Anyone presenting with a temperature of 38 degrees Celsius (100.4 degrees Fahrenheit) or higher will immediately be referred to an isolation area for further assessment; they will not be permitted to proceed to set
- Only once personnel have been successfully screened will they be provided with a wrist band indicating that they have been cleared for work and may proceed to set.

HEALTH DECLARATIONS

- A Health Questionnaire or a written declaration will be obtained from everyone attending the shoot. This health questionnaire will clarify that they:
    - are not symptomatic for Covid-19 at the time of signing
    - have not been symptomatic for Covid-19 within the previous 7 days
    - have not, as far as they are aware, been in contact with anyone who has presented with Covid-19 symptoms within the previous 14 days
    - undertake to immediately declare the onset of any Covid-19 symptoms, and/or any contact they may have with anyone who is symptomatic for Covid-19 subsequent to completing the Health Questionnaire
- Production, along with the Medic/CCO, will keep a register of the data of persons on set for a period of not less than 6 months.
- At a minimum, the following details be retained:
    - Full name
    - ID number
    - Cell phone number/e-mail address

COVID-19 SYMPTOM PROTOCOLS

- Anyone exhibiting Covid-19 symptoms at a health screening, or who has undergone a positive COVID-19 test, will be isolated with immediate effect. They will not be allowed to proceed to set and they will be advised to seek further medical attention
- Anyone developing symptoms whilst at work or on set will inform the Producer/Medic/CCO immediately. The CCO/Medic will instruct them on the relevant action to be taken. At a minimum this will include refraining from any further contact on set and proceeding to an isolation area
- Anyone who has presented with symptoms of COVID-19 will be required to present a negative COVID-19 test before being allowed to resume work
- Anyone who has been in close contact with an individual who has tested positive will be required to isolate for 10 days from the time of contact. Close contact is defined as exposure to a person for 15 consecutive minutes and/or within less than 1,5 meters of them for that time
- The areas in which the exposed person/s operated will be sanitized immediately
- Each person will be required to at booking stage, and any time thereafter but prior to the film shoot, inform their agent/production of any risks of exposure that they may have had to Covid-19
- Protocol for notification of a confirmed, positive case on set:
    - In Cape Town, the CCO/Medic will contact the Western Cape Health Department (+27 21 928 4102) and The City of Cape Town (+27 21 417 4025), or e-mail film.permits@capetown.gov.za
    - In Gauteng, the CCO/Medic will contact the Gauteng Health Department (+27 11 355 3000 or +27 11 355 3503)
    - For more information on the notification process, please access the following link: https://www.nicd.ac.za/nmc-overview/notification-process/

ACCESS TO INFORMATION

- Information regarding the risks associated with Covid-19 (including the responsibilities and duties of everyone on set) will be made visible in common areas
- Before every shoot a health & safety briefing will be held identifying at a minimum the isolation area and the Medic/CCO

EQUIPMENT

- Any gear, whether rented from a gear house or a crew member, will be maintained in such a way as to ensure that handling and sanitization protocols are adhered to; this includes but is not limited to at gear checks and before arriving on set
- Gear checks will be conducted in such a way as to accommodate social distancing protocols
- Crew will ensure that they sanitize their hands before handling any gear
- HODs will supervise the handling of equipment including ensuring that production provide the required PPE and sanitizer, and that the equipment is only handled by the designated team members

REMOTE VIEWING & VIDEO VILLAGE

- Where possible, remote video viewing will be encouraged
- The video village will be set up in such a way as to accommodate all Covid-19 safety protocols including but not limited to social-distancing, and hand sanitising. Where necessary an additional video village will be provided.
- When faced with a large number of client/agency on set please ensure a 2nd VT area if necessary to ensure safe social distance.
- Clients and agency will be required to wear their masks at all times.
- Where deemed necessary, a single 'go-between' should be appointed to facilitate on set communication between client, agency, and crew

STAND BY AREA

- Any personnel or talent not required on set will remain at base camps or at a designated standby area

ADDITIONAL NOTES

- Crew will suffer no fear of reprisals, and be assured of confidentiality, should they report to the Medic/CCO if any protocols are not being adhered to
- Anyone found in non-compliance of these protocols could be asked to leave set with immediate effect.
- During prep, shoot or post-production, should anyone who was actively associated with the shoot test positive for Covid-19 event, the producer will seek medical advice on a suitable notification process.
- Where there is a case of Covid-19 confirmed on set either during or after the shoot the producer needs to be advised.
- It is essential that this information (pending consent of the individual concerned) be shared with relevant individuals who may have had close contact. If deemed to have had close contact, they should then take the necessary precautions.

DEPARTMENT SPECIFIC GUIDELINES

CATERING & CRAFT

- Hand-washing station and hand sanitizers will be placed at catering areas.
- Catering and craft personnel will wear PPE and sanitise their hands regularly
- Where possible, mealtimes will be staggered
- Where sit-down areas are provided, this will be done in such a way that social distancing will be maintained
- There will be no buffet or self-service meals
- Meals will be served in eco-friendly, enclosed packaging with the appropriate crockery and cutlery
- Craft will provide single serve pre-packaged snacks where possible.
- Snacks will be kept covered at all times and served using tongs

TALENT

- Talent will be required to wear masks at all times with the exception of during takes and when make-up is being applied
- Where intimate / family scenes are to be filmed it is recommended that couples / families be cast and talent will be required to have a negative Covid-19 test prior to commencement of filming.
- Where possible a separate holding area for children, child-minders, and parents will be provided
- Child minders will not bring toys/games unless they are newly purchased or sanitized prior to use.
- Production will ensure that PPE is available for minors

MAKE-UP & HAIR DEPARTMENT

- Make-up and hair stations that allow for social distancing will be allocated.
- Lead talent will have a dedicated, isolated make-up area
- Hand sanitizing will be undertaken before and after each make-up application
- All brushes will be sanitized after each use. Alternatively, disposable or recyclable applicator packs will to be supplied. However, where possible, talent will be requested bring their own make-up and/or hair brushes
- All workstation surfaces will be cleaned between use
- Foundation, powders, lipstick etc. will be mixed on a separate, clean palette for each artist
- Where deemed necessary and safe, once make-up has been applied, talent will be requested to wear a face shield; this will be cleared with the Medic/CCO or production beforehand
- Talent's PPE will only be removed as, and when, necessary and only if it is considered safe

WARDROBE DEPARTMENT

- Physical contact between talent and the wardrobe team will be kept to a minimum
- The wardrobe stylist will assist one cast member at a time, sanitizing between each artist
- Fitting of talent to be done in such a way as to maintain social distancing
- Wardrobe and accessories will be sanitized before being placed on talent.
- No wardrobe will be fitted on more than one person with the exception of when it is steamed between fittings
- On set, where possible, approvals should take place by use of stills or video conferencing. Where this is not possible, social distancing protocols will be followed
- Costumes will be individually packed in suit bags or an equivalent

ART DEPARTMENT

- Prop hire facilities and art crew who hire props will implement prop hire and sanitization protocols
- Where possible the art team will be kept to a minimum
- Sterilizing and cleaning of purchases will be scheduled

LOCATION GUIDELINES

LOCATIONS

- All locations will be assessed for their Covid-19 risk level
- It is mandated that daily fogging be undertaken for interior locations before and after a film crew have been on the location.
- All crew will stay in the designated areas to prevent contamination
- When in a location where sanitization is not possible – (for example a street) please ensure that safety protocols are enforced and limit interaction with the public.
- When dealing with the public – social distancing and masks are mandatory.
- Legislation requires a dedicated cleaning team on set to ensure surfaces, toilets and all working areas are regularly cleaned and sanitized.

HOLDING & COMMON AREAS

- Hand sanitizers and wash stations to be provided and will be clearly marked and visible.
- Holding areas will be well ventilated or outside
- Any seating provided will maintain social distancing protocols
- Interaction between departments will be minimized
- Non-essential visitors will not be allowed on set or in holding areas.

TOILETS

- Toilets will be sanitized regularly
- Unit and/or production will ensure that there are sufficient mobile toilets on set for the number of crew and talent.

STUDIO GUIDELINES

- Studios will implement safety and sanitisation protocols
- In the event of any personnel who test positive for Covid-19 entering the studio, the set will be closed for up to three hours whilst it is sanitised.
- Studios will be sterilized before crew enter each day.
- Dedicated departmental holding areas will be clearly designated.

POST-PRODUCTION GUIDELINES

- Post-production facilities will implement hygiene and safety protocols
- Post-production to be handled remotely where possible
- Number of people in any post-production space is to be limited to essential personnel only.
- Social distancing protocols apply.
- Any catering provided must adhere to safety protocols

Covid-19 LINKS & HELPLINES

- www.gov.za/coronavirus
- www.sacoronavirus.co.za
- www.who.int/emergencies/diseases/novel-coronavirus-2019
- CORONA VIRUS (Covid-19) 24-HOUR HOTLINE NUMBER 0800 029 999
- CORONA VIRUS (Covid-19) WHATSAPP NUMBER 0600 12 3456

COVID REQUIREMENTS FOR ALL TRAVELLERS TO SOUTH AFRICA:

- A certified, negative PCR Covid test dated no more than 72 hours prior to departure.
- The standard LOA (letter of invitation) required for all film industry travellers to South Africa.
- Proof of accommodation.
- Proof of travel insurance with cover in place for all Covid related expenses (medical expenses, quarantine, repatriation etc).

ON ARRIVAL

All passengers will be screened upon arrival in South Africa.
Provided you show no symptoms and have presented a negative PCR Covid test, you will be permitted to proceed.
Travellers showing any possible Covid symptoms will be required to go into mandatory self-isolation (at their own accommodation and expense) until they test present a negative test result or remain in quarantine for 10 x days

WEB-BASED SCREENING QUESTIONNAIRE FOR INTERNATIONAL VISITORS ENTERING SOUTH AFRICA:

The Department of Health has launched a pilot project for #COVID19 #screening - travellers can complete the required travel health questionnaire on their personal devices ahead of their arrival in South Africa.
Once completed, the traveller will receive a unique number (look-up ID) which they will present to Port Health officials at the port of entry to proceed with the screening process.
The system will go live on 15 December 2020 at https://sa-covid-19-travel.info/

The paper-based COVID-19 screening will continue to be used at all operational ports of entry.

In the event of a positive case, the system will assist with identifying potentially exposed travellers who were in proximity to the positive case, further assisting with better contact tracing.

Travelers arriving into South Africa are required to download the COVID-19 Alert SA app on their mobile phones.
https://sa-covid-19-travel.info/?fbclid=IwAR3TjiIKAp1iEKhvT412WqWXqgJLB_BCpfrZqFLoOvMPQ2qC9YxDLsllb6M

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Addendum – revised 1st March 2021:

Risk Based Assessment Alert Level 1:

- South Africa has moved to alert level 1 (alert level 5 being the highest risk level)
- The wearing of a facemask is mandatory at all times when in public.
- Social distancing to be strictly adhered to.
- Maximum of 75 crew / cast may be permitted on the shooting set, additional crew and cast may be held at base camps or off set.
- Social, political, religious and sports gatherings will be allowed provided strict Covid-19 protocols are observed.
- Maximum people allowed at gatherings are 100 indoors, 250 people outdoors with no more than 50% capacity of venues.
- There is currently a curfew 12am – 4am however we can film and work with a permit outside of these hours.
- Beaches, parks, rivers and national parks are open to the public, and we can gain filming permits for these locations.
- A permit is required for a technical recce to these beaches, parks, rivers and national parks, the number of personnel limited to 10.
- Establishments of entertainment, ie. Restaurants, bars etc may be open till 10pm
- Sale of alcohol and on-site consumption is allowed.
- People who are positive for Covid-19 or have been exposed should isolate for 10 x days since date of test or exposure.