



## **Guidelines for Commercial Filming in South Africa Under Covid-19 Conditions**

**26 September 2022**

### **INTRODUCTION**

The Commercial Producers Association of South Africa (CPA) presents guidelines for the filming of commercials under current Covid-19 conditions.

### **PREAMBLE**

On 4th April 2022 the South African Government gazetted new legislation terminating South Africa's National State of Disaster. In the future, all legislation, regulations, procedures and management of COVID-19 will be by means of the National Health Act (NHA) which is yet to be enacted.

Until such time as the new legislation comes into effect and in the pursuit of commercial sets remaining safe and Covid-19 free, the CPA recommends that production companies refer to the following supplemental guidelines. It is important to note that, although sections of these guidelines may no longer be a legal requirement, they are intended to represent 'best practice' based on the collective experience of the South African commercial production sector.

It is important to note that individual clients will have different requirements based on their unique circumstances. These requirements should be communicated at the time of booking and good communications between agencies, production companies, agents, crew, performers and suppliers must be prioritized to ensue all arrangements can be honoured in order to ensure work continuity.

An update to these guidelines will be issued when the National HA is gazetted.

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

## **PRACTICES ACROSS ALL PLACES OF WORK**

### **GENERAL PRACTICES**

Where relevant, for the purposes of these guidelines, general practices are assumed to apply to any place where work is being conducted (production office, on set, casting etc.)

- 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
- COVID-19 transmission risk, and health and safety assessments should be conducted.
- When arriving at any production related activity such as a meeting, casting, wardrobe call, or on set, all attendees should be screened for symptoms of COVID 19 by means of a temperature check, and/or a health questionnaire
- An attendee arriving at their place of work, be it a production office or film set, who is deemed to be symptomatic for Covid-19 should
  - Agree to undergo a Covid-19 test to establish their Covid-19 status
  - Agree to release themselves from the remainder of the production
- Social distancing measures must be practiced at all times
- Each producer will have the right to make a decision around the need to wear government regulation masks that cover the nose and mouth based on the Covid-19 risk at each location and on their client's requirements.
- 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
- Where personnel (including minors) fail to provide their own, PPE and hand sanitizer will be provided
- All work environments will have both hand sanitizer and hand-washing facilities available
- As far as is possible all working areas will be well ventilated

### **TESTING, QUARANTINE, AND ISOLATION**

- There is currently no legislated requirement for
  - on-set testing
  - quarantine, or isolation.
- In the instance of either testing positive (whether asymptomatic or not), or simply being symptomatic for Covid-19 it is assumed that - in the best interest of the production and all those working on it - the individual concerned will leave the workplace and not return until it is safe to do so.

### **VACCINATIONS**

- It is up to the individual companies to implement a vaccination policy that suits their requirements and/or those of their client.
- Should vaccinations be mandatory, this must be communicated to agents, crew and performers at booking stage.

## **INFORMED CONSENT**

- Each person will be on set or in the office under the premise of 'informed consent'.
- On set, this will be acknowledged by way of signing the "Crew and Cast Indemnity Form"

## **GUIDELINES**

### **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 including film sets must have clear signage regarding the prevention of the spread of coronavirus; this information should be communicated regularly.

## **REQUIREMENTS FOR TRAVEL TO SOUTH AFRICA**

- There are currently no COVID related requirements for international travellers to South Africa.

## **PRE-PRODUCTION GUIDELINES**

### **OFFICE BASED PRE-PRODUCTION**

- For regular staff, each company can implement their own guidelines

### **CASTING**

- If required by the producer and/or client, masks are to be worn at all times in-doors with the exception of cast during a take

### **TECHNICAL RECCE**

- A risk assessment of interior locations should be conducted by a producer or duly appointed production person; this can be an independent person or a duly appointed production person.

### **WARDROBE FITTINGS**

- If required by the producer and/or client, masks are to be worn at all times with the exception of cast when wardrobe is being presented for approval

## **ON-SET GUIDELINES**

### **COMPREHENSIVE GUIDELINES FOR ALL DEPARTMENTS**

- It is assumed that all previously defined guidelines are applicable to all departments and are thus not repeated here.

### **MEDIC AND ON SET SCREENING OR TESTING**

- For all shoot days (regardless of shoot size), at a minimum a qualified medic from a registered ambulance service should be present on set; on a large shoot more than one may be required
- The Medic will be responsible for all Covid-19 related health checks, safety, and compliance on set or at basecamps.
- The name and contact details of the Medic 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

### **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
  - That they have not been symptomatic for COVID-19 in the previous 7 days
  - That if they have been symptomatic for COVID-19, they have completed the regulated 7-day isolation period from onset of symptoms of Covid-19
  - Should vaccinations be mandatory for a production, confirmation of vaccine status

### **ADDITIONAL NOTES**

- Crew will suffer no fear of reprisals, and be assured of confidentiality, should they report to the Medic any guidelines that are not being adhered to
- Anyone found in non-compliance of these guidelines could be asked to leave set with immediate effect
- During prep or shoot, should anyone who is actively associated with the production test positive or develop symptoms of COVID-19, they must advise the producer, production manager, or a duly appointed person on set immediately

### **DEPARTMENT SPECIFIC GUIDELINES**

#### **CATERING & CRAFT**

- Hand-washing stations and hand sanitizers will be placed at catering areas
- Catering and craft personnel will wear PPE when indoors
- In the instance of
  - Buffet meals - only the catering team should manage the serving of food
  - Pre-packed meals - these will be served in eco-friendly, enclosed packaging with the appropriate crockery and cutlery supplied
- Only a dedicated craft-team member should handle the on-set snacks whether package or 'open'

#### **TALENT**

- If required by the producer/client, talent will be required to wear masks or face shields when indoors with the exception of during takes or during make-up application.

#### **WARDROBE, MAKE-UP & HAIR DEPARTMENTS**

- Make-up and hair stations must allow for social distancing
- Talent's PPE will only be required when indoors
- Team members will sanitise between each make-up application
- When fitting wardrobe, social distancing must be respected

#### **LOCATIONS**

- As per the requirements of the Cape Town Film Office (CTFO), at the time of the Technical Recce, All locations will be assessed for their COVID-19 risk level by a duly appointed person and the necessary steps will be taken to protect against the transmission of COVID-19.

- The CTFO form for risk assessments must be completed and the template for this can be obtained from the CTFO. (It is important to note that these risk assessments do not constitute a risk assessment for areas such as stunts and/or any other safety requirements on set).
- In conjunction with their client's requirements, at any location, the producer will advise on the decision around whether mask-wearing should be implemented
- A separate holding area for children, child-minders and parents will be provided.

#### **STUDIO GUIDELINES**

- Dedicated departmental holding areas will be clearly designated

#### **POST PRODUCTION GUIDELINES**

- Post-production facilities should ensure that Covid-19 protocols are maintained
- The number of people in a post-production meeting/approval should be limited such that social distancing is maintained at all times

#### **COVID-19 LINKS & HELPLINES**

- [www.sacoronavirus.co.za](http://www.sacoronavirus.co.za)
- <https://sacoronavirus.co.za/category/regulations/>
- [www.who.int/emergencies/diseases/novel-coronavirus-2019](http://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 060 012 3456