

Daisy Media LTD

Working Safely During COVID-19

Last updated 8th May 2021

As we return to production after lockdown, 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. This document will be constantly reviewed and updated in line with government recommendations.

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 PRE AND POST PRODUCTION:

- Minimising - minimising the number of people any time.
- Social Distancing - making every effort to ensure social distancing is adhered to.
- Cleaning - increasing the frequency of cleaning.
- Remote working – all planning and post production activities being carried out remotely whenever possible.

DURING OUR PRODUCTION ACTIVITIES:

- Travel - seeking to minimise travel requirements and follow social distancing principles within travel arrangements, wherever possible.
- Location - considering the physical capacity of space used, given the requirements of social distancing, 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 small groups (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, Gloves and other PPE provided on set.
- 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.
- Monitoring - compliance will be monitored and if required people will be reminded of the new COVID-19 working practices (such as social distancing).

Production Guidelines and Health and Safety Measures

The purpose of this document is to list the practical measures we have implemented so far to assess and manage COVID-19 risks on shoots and to safeguard the health and safety of everyone attending a video shoot in relation to COVID-19.

We operate on the basis that we all have the potential to be asymptomatic carriers and must adhere to the safety principles to minimise risk. This document will be distributed to cast and crew involved on set prior to the shoot.

Pre-Production

- Pre-production meetings and planning are to be carried out via video conferencing wherever possible.
- Documents and files are to be distributed electronically where possible.
- Location reces to be attended by minimum number of crew members; social distancing will be maintained and basic PPE (masks and gloves) are available to be worn during location visits.
- Casting sessions are to be done remotely via video link ups and self-casting.
- Those aged 70 or over, or with known pre-existing conditions should be given special consideration and enhanced measures.
- Extra time will be allocated to the filming schedule to allow additional time for setting up equipment and sanitising

The Shoot

- Keep the unit as small as possible and minimise the number of crew/cast on set at any one time.
- Hand sanitisers are provided by production throughout location, so that cast and crew can wash and thoroughly dry hands on arrival and during the day at regular intervals.
- Basic PPE (masks and gloves) to be worn by crew members as social distancing may not be possible at all times (e.g. gathering around the camera).
- Radio mics are sanitised prior to the shoot and distributed directly to cast in individual bags; each cast member will have their designated radio mic throughout the shoot

wherever possible. If radio mics need to be passed to a different cast member, sound recordist will ensure thorough sanitising is applied.

- Sound recordist will attempt to instruct cast members to put on radio mics by themselves first; if not feasible, will wear basic PPE (masks and gloves) when needing to break social distancing.
- Cast members to provide their own costumes and makeup where possible
- If specialist make up is required, the make up artist will ensure that the kit remains unique to each cast member, barbicide and other disinfecting processes are followed, and PPE (masks, gloves and visor) will be worn when breaking social distancing.
- Where social distancing of cast members might not seem achievable on set due to creative or action required, we will do all we can to minimise the risk of transmission. If possible, we may adapt the process (e.g.: use members of the same household, shoot back-to-back or side-by-side, keep the activity time involved as short as possible etc.) to achieve the aim within government regulations.
- Locations to be well ventilated where possible; disinfectant products (sanitiser sprays, wipes etc.) will be provided.
- Distance markers placed on floor may be considered where necessary (e.g. when working with a larger group of people and harder to keep track of distance).
- All filming equipment will be quarantined where possible, or a thorough sanitation process will be applied.
- Contactless thermometer to be made available on location if considered necessary.

General Health and Safety

- Disposable masks and nitrile gloves will be provided on location and to be changed frequently.
- Bin bags are provided for safe disposal of used PPE.
- Health Declaration forms (Appendix) are to be signed by every person who will be attending the location.
- Individuals on the shoot will be contacted subsequently in the event that fellow workers/talent are found to have contracted COVID-19 within the two weeks following the shoot.

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

As part of our commitment to provide a safe working environment for all on set during the unprecedented, fast-changing COVID-19 situation, we need to ask you to confirm in writing, by signing below, that:

- You have no cause to believe that you have COVID-19 (the NHS symptom checker can be found [here](#)).
• You have been meeting the Government COVID-19 guidelines and social distancing when not at work.
• As far as you are aware, you have not been in close contact with a confirmed case of COVID-19 or anyone who is showing symptoms consistent with COVID-19 within the last 14 days. Furthermore, you have not been contacted under the NHS Track and Trace system and told to self isolate.
• You have not travelled to, nor to your knowledge had any contact with any individual travelling from any high COVID-19 risk countries (as deemed by UK [FCO](#)) in the 14 days prior to the shoot.
• You have not had a cough, or a temperature of 37.8 degrees centigrade or above in the last 14 days.
• If you develop a cough or a temperature of 37.8 degrees centigrade or above at any point before or during or within 14 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.
• You will notify us immediately should anything change as regards to the above confirmations.
• You have read, understood and agree to abide by the Production 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.

We also need you to provide us with contact details of spouse / partner / home-dweller in the case of emergency on set, please provide those here.

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 14 days of our shoot:

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