

# NFI

**NATIONAL  
FILM INSTITUTE  
HUNGARY**

**HEALTH PROTECTION PLAN FOR  
FILM SHOOTING DURING THE  
COVID-19 VIRUS INFECTION**

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# INTRODUCTION

## AIM AND BACKGROUND OF THIS DOCUMENT

### HEALTH PROTECTION PLAN FOR FILM SHOOTING DURING THE COVID-19 VIRUS INFECTION

The NFI cannot determine for employers how they are to ensure a safe and healthy working environment. Each employer must decide this individually. However, as the main body of the film industry in Hungary, in the midst of this difficult situation caused by the Covid-19 virus, it feels a duty to provide assistance to the film industry in drawing up the regulations to be adopted by employers.

To this end, the NFI felt it necessary to draw up a general risk assessment in order to safely restart film shooting in Hungary. Our purpose is to protect the health of those at shoots and to adhere to the governmental regulations. This document was created by an expert entrusted with the task, taking into account the governmental guidelines currently in place, and relates only to the territory of Hungary, and so does not deal with the risk of travelling abroad or from abroad. In this case, the guidelines to be followed are those of the home country of those who wish to travel. Neither does this recommendation deal with vulnerability deriving from the age of crew members, or from existing chronic disease; related risks should be weighed up on an individual basis.

The document below was written by János Papp, HSA expert, at the request of the National Film Institute, and contains recommendations necessary for the successful protection against the Covid-19 virus for film shoots in Hungary. These recommendations are no substitute for the role and responsibility of a HSA (Health and Safety Advisor) at each production. The adoption of the following recommendations should be decided by the production's HSA when drawing up the individual risk assessment.

After the gradual relaxation of governmental restrictions, work is expected to restart, naturally while adhering to reasonable new rules. Employers are recommended to review their risk assessment practice, to assess the risk and draw up an action plan. When managing testing and questionnaires, productions must adhere to the data protection rules (GDPR). If the spread of the virus should later increase, this may mean that restrictions are reinstated.

## PREPARATORY STEPS, THINGS TO BE DONE BEFORE STARTING WORK, PREPARATION

## HEALTH PROTECTION PLAN FOR FILM SHOOTING DURING THE COVID-19 VIRUS INFECTION

### SUBMISSION OF A DECLARATION OF HEALTH TO THE PRODUCTION TEAM

1. Before starting work, each crew member and other participant must submit a written declaration containing the following information.
  - The individual has no symptoms indicative of corona virus, nor has s/he had any in the past week
  - To the best of his/her knowledge s/he has not been in contact with a virus carrier in the past 14 days
  - Whether s/he has an illness which may make him/her more vulnerable to a potential virus infection
  - She/he undertakes to report any symptoms indicative of Covid-19 or if s/he comes into contact with a person who has symptoms.
2. Anyone who notices the appearance of symptoms must immediately be removed and is recommended to seek medical assistance.
3. After every rest period longer than 24 hours everyone must submit a new declaration.

### TEST BEFORE STARTING WORK

The most important factor in building a crew is that it consist of healthy, non-infected people. To this end every crew member must be tested before she/he start work. It is advisable to carry out the test one day before starting work and submit a photocopy of the result to the person designated by the production team.

### WEEKLY TESTING BEFORE STARTING WORK

In order to screen any potentially newly infected crew members, the tests must be carried out weekly. It is widely known that even an asymptomatic person can be infected with the virus, so the test is a suitable procedure for screening.

### CREW NUMBERS

The primary aim is for us to reduce the numbers of crew and actors in the production. Where at all possible, units must be divided into smaller sections and work separated from one another, so that in the event of an infection occurring the number of those to be sent into quarantine can be kept to a minimum. The crew should be assembled in such a way as to necessitate as few daily assistants as possible. In every case where it is feasible remote working is recommended, for example in meetings and negotiations etc. Where personal presence is necessary, an effort must be made to provide a separate office. Consider rethinking how the crew numbers can be reduced, for instance the “making of” crew, a photographer, etc. should only participate in the shooting when absolutely necessary.

## PREPARATORY STEPS, THINGS TO BE DONE BEFORE STARTING WORK, PREPARATION

## HEALTH PROTECTION PLAN FOR FILM SHOOTING DURING THE COVID-19 VIRUS INFECTION

### INFORMING UNIT MANAGERS

Unit Managers must be informed in writing and verbally what they are to require from their own unit members in this unusual situation. They must set this down in writing as part of their original risk assessment. These requirements cannot be more lenient than the governmental sanctions and the safety regulations agreed by the production team. Every unit manager must require, and constantly check, the use of individual and collective protective equipment provided by the production team.

### SCREENPLAY AND CREATIVE CONSIDERATIONS

It is recommended to examine the creative content of screenplays in view of the Covid-19 protection regulations. The screenplays should be made available to the crew as early as possible so that they have sufficient time to plan and develop protection systems. This also makes it possible to keep surplus costs low.

In the current situation scenes with lots of extras are not recommended. If a scene is not possible without extras, where possible this shoot should be scheduled for the end of the production plan. In every production shooting with extras should be subject to special deliberation, and in this case numbers should be minimized. It is recommended to avoid using extras and substitute them with other solutions, for instance, CGI.

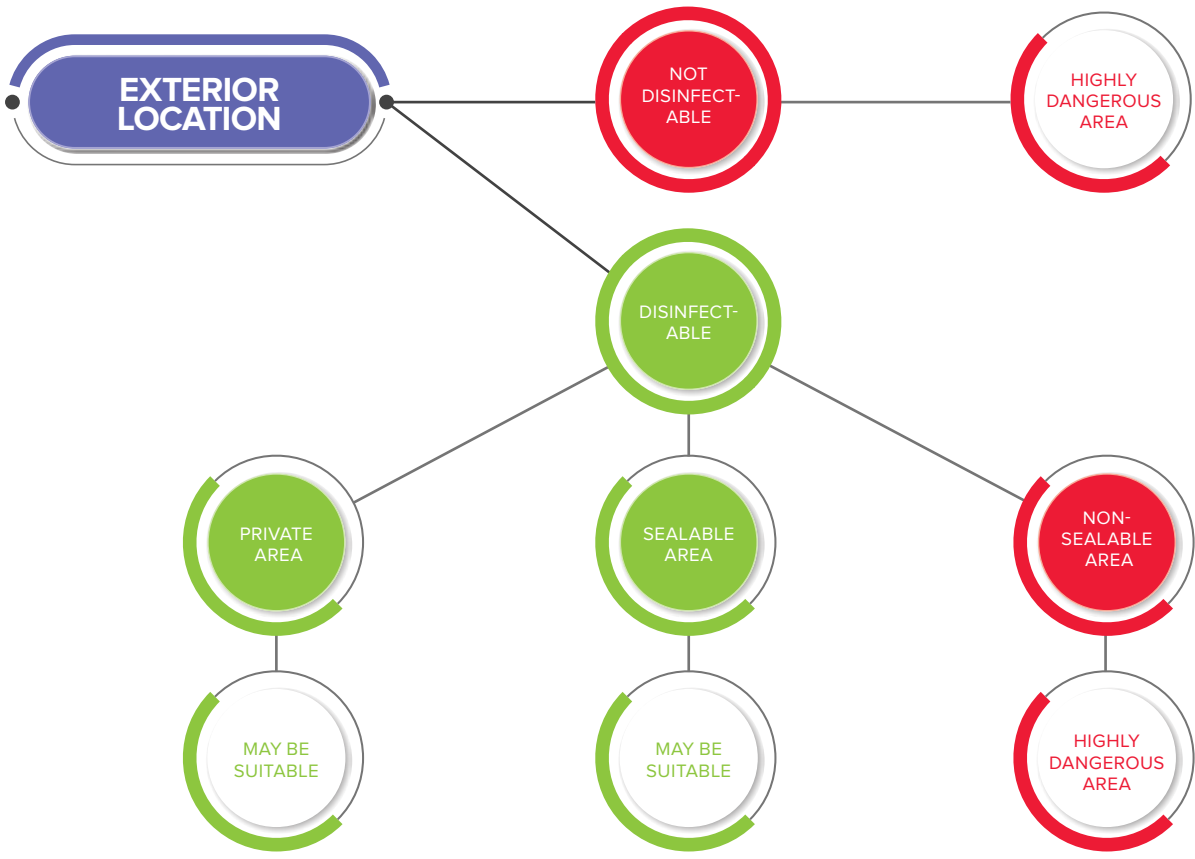
# SHOOTS

## HEALTH PROTECTION PLAN FOR FILM SHOOTING DURING THE COVID-19 VIRUS INFECTION

### WORKING ACCORDING TO AN ISOLATION PLAN (LOCATION OF ACCOMMODATION)

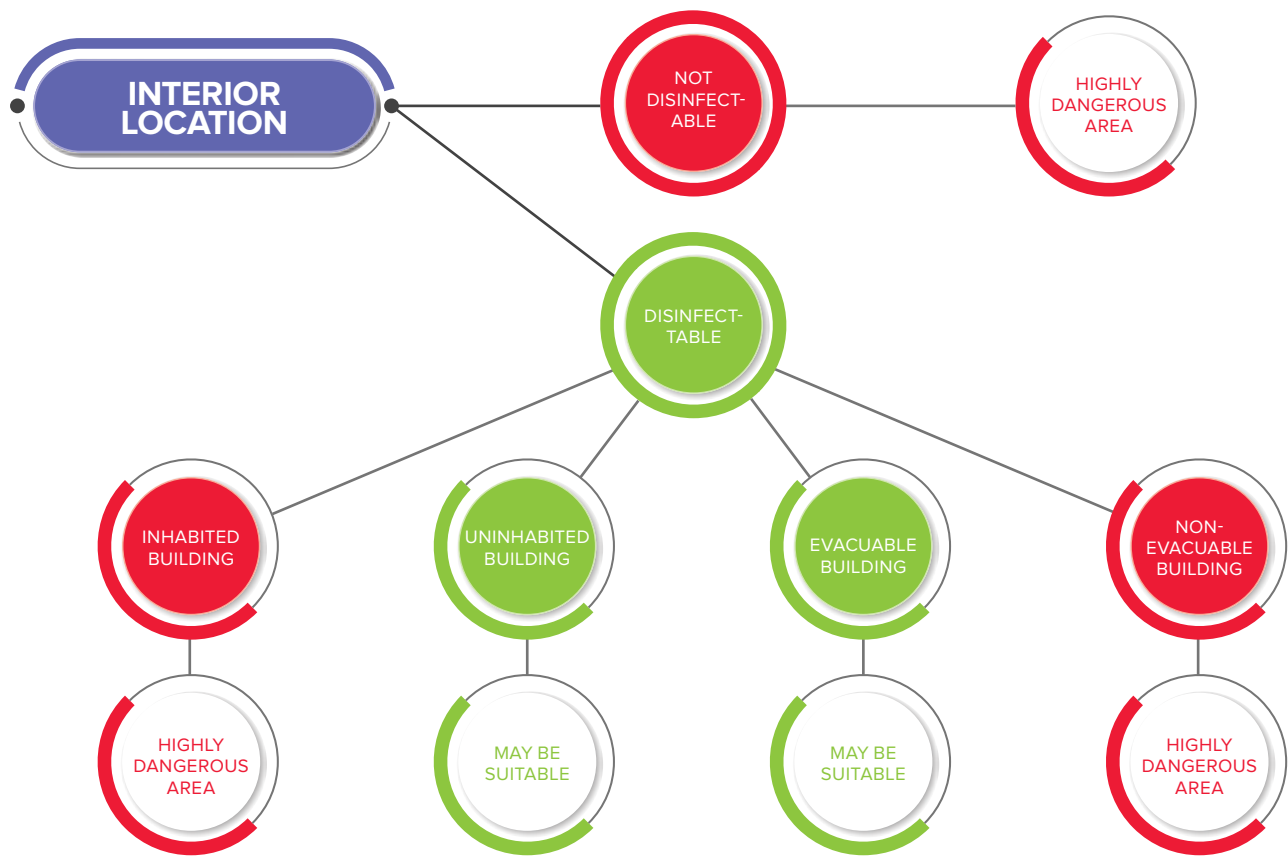
In order to improve safety, it is possible to choose a solution which keeps the production team together between shooting days until the end of the shoot. In this case crew members can be placed in accommodation provided by the production team, as in a location shoot. In this case they cannot come into contact with their next of kin, they are isolated from the environment, and each day they go from the accommodation to work and arrive back there afterwards. Transportation is provided by the production team, thus the risk of illness can be kept at a manageably low level.

### CHOICE OF LOCATION



# SHOOTS

## HEALTH PROTECTION PLAN FOR FILM SHOOTING DURING THE COVID-19 VIRUS INFECTION



### ENTERING A SHOOT IN A STUDIO AND/OR BACKLOT, GUARDING AND SECURITY

Larger studio spaces are required to adhere to the social distancing regulations and so that the units can be appropriately separated.

More time and careful planning are needed for preparation: for construction, furnishing, and lighting days, in order for the units to be able to work while observing suitable social distancing. The various units must be able to work alone in the work areas while observing a safe distance in such a way that the work areas do not become a shared work area with any other unit.

## SHOOTS

## HEALTH PROTECTION PLAN FOR FILM SHOOTING DURING THE COVID-19 VIRUS INFECTION

There is no public access to filming. In the case of a shoot in a studio and/or backlot all outsiders must be prevented from entering the area of scenery construction and shooting. In these areas (studio, backlot) this requirement is relatively easy to enforce. When entering, every crew member (including the managers) are required to undergo temperature screening. The result of the screening must be logged by the staff of the health service doctor, for each person present examined (pass - fail). If any crew member is found to have a high temperature, s/he must be isolated and sent for testing. When crew members enter, they must be checked for personal protective equipment, and they must be reminded to use it. This is the task of the guard and security company and the health service staff.

### **EXTERIOR (STREET, TOWN) ENTRY INTO A SHOOT AREA, GUARDING AND SECURITY**

Controlling work in a street or an exterior location is a more difficult task. Here too as far as possible any outsiders not belonging to the crew must be prevented from entering or being present at the shoot. This presents a particularly difficult task for the company in charge of guarding and security, both in terms of technical equipment and numbers. Conditions in which they can carry out these tasks must be ensured.

In this case too, before entering the working area each person must submit to a temperature screening. Wherever possible, the base should be set up close to the shooting location, if possible, within walking distance. If the base is in a more distant area, sufficient transport must be provided, all the time adhering to the social distancing measures.

When parking the trucks with technical equipment sufficient area must be provided for safe loading and unloading. Also to take into consideration is increased parking area for crew members, since it is not recommended to use public transport.

### **SOCIAL DISTANCING**

Everyone must adhere to the social distancing regulations recommended by the government. Currently this is 1.5 meters while working, and 2 meters while waiting, eating, or resting. If this distance cannot be adhered to, provisions must be made for this in the risk assessment for the given location.

It is recommended to designate a separate area for units where they can wait until they are needed on set. This area must be sufficiently large for workers to adhere to the relevant social distancing. Work must be organized so that contact between units is minimal. It is recommended that shared areas be used by only one unit at a time.



## SHOOTS

## HEALTH PROTECTION PLAN FOR FILM SHOOTING DURING THE COVID-19 VIRUS INFECTION

### OFFICE BUSES, MOBILE HOMES, TRAILERS

The fundamental principle is that where possible there be 1.5-2 meters distance between crew members while they are working. To this end, the make-up and hair units cannot be placed in the same air space in buses or trailers.

In the costume unit the actors, and any extras, should be dressed separately. In addition, the dressing area must be designed so that those present can maintain sufficient distance from one another.

In waiting and warm-up areas, chairs and benches must be located at sufficient distance and those waiting there must be checked to ensure they are maintaining sufficient distance.

Only the actor may use the trailers designated as actors' rest areas. Dressing must be done in a separate dressing room or area.

Because of their structure, lunch trucks cannot be used efficiently, so it is recommended to use tents, halls, or rooms instead.

The location of offices must be optimized too, and draftsmen, designers and accountants etc. must be seated at the required distance from one another.

All areas must be aired frequently, and every day after work they must be disinfected.

### WORKING HOURS

The increased safety regulations may increase the preparation time for the units, especially for those who in any case start earlier or finish later than most of the crew. The production team must take care that the extra measures due to Covid-19 do not cause overtime that could be objected to on work health and safety grounds. An ideal working day is considered to be 10 hours or less.

### TRANSPORT OF CAST AND CREW

In the case of traditional travelling to work, with no isolation, the following criteria must be taken into account:

- If possible, avoid public transport to get to work or to return home after work.
- If crew members arrive individually in their own private cars, they should not transport another person.
- Parking facilities for crew members should be provided if possible within walking distance to the shooting location.
- The use of bicycles and motor cycles should be encouraged, so the parking facilities for these must be provided.
- In the case of organized transport provided by the production team, the vehicle driver must wear a protective medical face mask, which s/he must not remove during the journey.
- The number of people that can be transported by car is one, and the passenger must also wear a protective mask.
- In a 9-seater minibus, in addition to the driver a maximum of 4 people can be transported, in a 'sawtooth' arrangement. In the case of larger vehicles a special seating plan must be drawn up. The driver and the passengers must wear protective masks during the journey.

### TRANSPORT FROM ISOLATED, CONTROLLED ACCOMMODATION

- During transport the driver is required to wear a mask; for the passengers this is recommended.
- The recommended number of people that can be transported in a car is 2, in a 9-seater minibus, 5 or 6, depending on the arrangement of the seats.
- In larger vehicles a special seating plan must be drawn up.
- Vehicles used for transporting cast and crew must be disinfected every day.

## GENERAL MEASURES

### SETTING UP A COVID-19 UNIT

The preventative measures to be carried out during an epidemic represent extra effort and work for every production.

It is recommended that a Covid-19 HSA group be set up to manage these extra tasks.

The unit should consist of:

#### COVID-19 HSA SUPERVISOR, THE LEADER OF THE GROUP

- With the script in mind, the Covid-19 HSA Supervisor works together with the producers, the first assistant and the Covid-19 production manager to draw up a security strategy to avoid infection,
- works out a Covid-19 risk assessment for the production in agreement with the department managers and the Covid-19 production manager,
- supervises the Covid-19 department, including the work of the cleaning, disinfecting and security personnel,
- takes responsibility for the safe running of the production and support the department managers in observing the specified Covid-19 measures,
- and monitors the proper use of the protective equipment.

#### PRODUCTION MANAGER/UNIT MANAGER

- Organises the implementation of the pertinent measures, arranges procurements, writes reports, does the budgeting and settles accounts,
- collects and logs statements, keeps a record of people in quarantine, etc.,
- procures the protective equipment necessary for the production, supervises its distribution,
- and requests and collects the risk assessment from department managers.

#### SUPPLIER SPECIALISED IN CLEANING AND DISINFECTING WITH PROFESSIONAL EXPERIENCE

- Determines the number of cleaning staff on the basis of the filming location's dimensions,
- procures the equipment for cleaning and disinfecting as well as personal protective equipment,
- and manages and supervises the ozone generator according to the manufacturer's instructions.

## GENERAL MEASURES

### SECURITY PERSONNEL

- Supervises the service areas and other common areas,
- prevents unauthorised individuals from entering the premises,
- assists in implementing closures,
- and carries out other security measures upon the request of the Covid-19 group manager

### HEALTH CARE PROFESSIONAL

- Measures the body temperature of people arriving at the location and logs the results,
- conducts tests and records the results,
- reports positive tests and patients with a high temperature to the production and Covid-19 group manager,
- monitors the recovery process of members of the crew who have gone into quarantine or have fallen ill,
- informs members of the film crew about preventative regulations in relation to personal and group hygiene,
- and continually monitors the members of the film crew, taking their temperature if necessary.

In the case of a larger production or several units, the staff of the Covid-19 group needs to be increased in proportion to the tasks and the size of the location. Should symptoms manifest, the appointed HSA/Covid-19 Supervisor decides on isolation or other necessary measures. The measures and regulations pertaining to the Covid-19 risk assessment can be modified exclusively by the Covid-19 HSA Supervisor or the Producer. Every modification must be recorded in writing.

### DEFINITION OF PROTECTIVE EQUIPMENT AND OTHER PROTOCOLS

It is a general regulation that employers are obliged to procure personal protective equipment and issue it to their employees. This also remains applicable to protective equipment not related to the virus. In view of the unusual situation, the production – as the employer – must provide the additional individual and collective protective equipment required as a result of the epidemic, while observing the rules of occupational safety.

## GENERAL MEASURES

### PROTECTIVE EQUIPMENT:

- Medical face masks, FFP2, and KN95 filtering protective masks
- Rubber gloves
- Rubber/fabric gloves e.g. CE T.10 EN 388
- Plastic face shield
- Hand sanitizer gel
- “Liquid gloves”
- Hand sanitizer alcohol
- Alcohol-based sanitizing wipes
- Digital thermometer (at least 4-5 pieces so that measurements carried out in the morning can run smoothly)

In regard to the personal protective equipment, care must be taken to continuously replace face masks. Masks that are donned when work commences must be removed several times during the course of the day, and need to be changed every time they are taken off. In regard to protective gloves, rubber gloves must be changed several times a day, while in the case of textile-rubber gloves it is sufficient to provide a couple per day.

Plastic face shields are necessary for crew members who cannot avoid being in close proximity to others. Such employees include, for example, make-up artists, hairdressers, wardrobe staff, and nurses. The plastic shield should be replaced if it gets broken or becomes dirty.

Sanitizer gel and sanitizer liquid are counted among collective equipment. Every member of the film crew can carry their own gel on them, which can generally be obtained in 100-150 milligram bottles. On top of this, automatic dispensers of hand sanitiser liquid or gel must be placed in several points in the shooting location. Places of the greatest importance are the entrance points, the area where food is served, by the entrances to the office buses, and in every location that are frequented by higher numbers of people, e.g. toilets and storerooms, etc.

Everybody is obliged to wear the prescribed protective equipment and to remind, support and assist their colleagues to comply with the regulations.

Anyone who observes an irregularity, non-compliance with the regulations or emergency is obliged to report the same to the production’s managers, the HSA representatives or the health care professional commissioned for the location.

## GENERAL MEASURES

### WASTE MANAGEMENT FOR PERSONAL PROTECTIVE EQUIPMENT

The management of hazardous waste is regulated by law. Such waste includes protective masks, gloves, alcohol-based wipes used for sanitising, used paper tissues, the remains of food consumed at the location and their packaging as well as paper towels.

The above may only be disposed of in the containers provided with a label supplied by the production (in both Hungarian and English) marked HAZARDOUS WASTE. The film crew must be notified of the importance of this. Removal of the hazardous waste must be carried out in conformity with the legal statutes and the records of this activity must be kept.

### HYGIENE MEASURES

Proper washing of hands is essential in the defence against the corona virus. In order to prevent the spread of the corona virus epidemic, it is necessary to maintain the protective measures below:

- Wash hands regularly and thoroughly, for at least 20 seconds with soap and running water, or by using alcohol-based hand sanitising wipes
  - on arriving at work,
  - on arriving home,
  - before eating,
  - after using the toilet,
  - after sneezing, coughing or blowing one's nose,
  - before and after contact with an ill person,
  - and after being in contact with animals or animal faeces.
- Avoid touching the eyes, mouth and face.
- Frequently clean and disinfect contact surfaces (this includes tables, door handles, switches, handles, desks, toilets, faucets, mobile phones, computer keyboards and walkie-talkie units).
- When not at the shooting locations, avoid large crowds and sealed spaces.
- Rather than sneeze into your hands, it is recommended that you sneeze into your elbow; dispose of the used paper tissue in the bin at once.

## GENERAL MEASURES

## HEALTH PROTECTION PLAN FOR FILM SHOOTING DURING THE COVID-19 VIRUS INFECTION

### DEPOSITING AND DISINFECTING EQUIPMENT AS IT ARRIVES

Safety measures must be in place for new or replacement equipment brought onto the set. It is recommended that one single entry point be designated for the shooting location, where depository tents (2-3) can be set up. Goods that are brought in can be unpacked here and disinfected by the allocated members of staff. This does not apply to foodstuff, which should be handled separately from all equipment. Equipment that needs to be disinfected includes for example lighting, grip and camera equipment, costumes, props, SFX equipment, and other equipment that is brought onto the premises. Those pieces of equipment that are already inside the shooting set and not taken back to outside (not on the shooting location) storage areas and depots do not need to be disinfected on a daily basis. If taken outside the area of the shooting set and then brought back the next day or days later, such equipment must be disinfected again.

### PROCEDURE FOR REGULAR DISINFECTION

It would be expedient to enlist the services of a business with experience and expertise in this area to carry out regular disinfection.

#### Disinfection must be carried out daily.

Each area on the set designated for use, including the trailers, areas for office work, storage rooms, dressing rooms and workstations must be disinfected. This can be done with chemicals or an ozone generator.

Daily cleaning and frequent disinfection must be carried out in areas designated for eating and their furnishings (benches, tables) as well as in toilets, depository points (when necessary) and storage areas for hazardous waste.

#### Objects that must be disinfected several times a day with sanitising wipes include

- walkie-talkies (it is recommended that everybody use only the walkie-talkie set assigned for them)
- video contact surfaces
- monitor contact surfaces
- sound and image recording equipment
- mobile phone contact surfaces
- computer keyboards
- photocopiers' contact surfaces
- and the contact surfaces of other office equipment.

## GENERAL MEASURES

## HEALTH PROTECTION PLAN FOR FILM SHOOTING DURING THE COVID-19 VIRUS INFECTION

Clothes in the costume department must be disinfected every day. It is not enough to simply wash the clothes. Based on the most up-to-date experiments, it is necessary to wash clothes at 92 degrees for ten minutes in order to destroy every virus. This cannot be implemented when clothes are washed at the temperatures set according to the types of fabric.

### CATERING

In order to minimise the risk of infection, the staff meals cannot be organised as they were before. Food can only be served on the spot in single portions if a plastic shield separates the area where the food is served and the area where it is received, thus ensuring that those queuing up cannot have self-service access to the food and the accoutrements (salt, pepper, vinegar, etc.). The serving staff should hand out the food wearing a protective mask and gloves. The prescribed safe distance must be observed while standing in the queue too. As time passes it can be expected that it will become increasingly warmer during the day. The use of ventilators in areas where people spend time is not recommended. Should air conditioning equipment be used, the advice of the manufacturer must be sought to ascertain the level of risk such equipment carries in the present situation. Based on this information, a decision should be made whether to use or discard the use of the ventilators.

Since everybody takes off their masks while eating, benches in the designated dining area must be placed at a distance of at least two metres from each other.

The sitting places on the benches need to be indicated with a sticker, adhesive tape or by some other method. Leftover food and used protective equipment must be placed into a container in an area designated for hazardous waste. At least two hand sanitiser dispensers must be set up at the entrance to areas designated for dining. After the dining area has been used, it must be disinfected before it is used again.

### CRAFT

Temporary changes are also necessary in the use of craft services. Coffee, tea and drink machines may not be operated in a self-service manner. A person provided with a protective mask and gloves must be assigned to handle these machines. The articles provided may only be placed on the counter if they are packaged or wrapped in foil.

At least one hand sanitiser dispenser must be set up next to the craft table.



## GENERAL MEASURES

### SETTING UP DESIGNATED SMOKING AREAS

Smoking is fundamentally unhealthy but under the circumstances it is an activity that carries even greater risk. Those of the film crew who are smokers cannot be expected to give up all at once but they have to accept that they need to change the habits that go along with smoking. Since protective masks have to be taken off while smoking, individuals must observe the mandatory two-metre distance. The number of smoking areas must be increased or, failing this, the number of people smoking at one time must be limited so that they can follow the prescribed requirements. Smokers must be made aware that in their case 3-5 protective masks per day are not sufficient.

### DAILY LIAISON ON THE SHOOT

An uninterrupted flow of communication between the film crew and the production is of the utmost importance at the shooting location.

Communication based on face-to-face meetings must be kept to a minimum. Digital forms of communication between groups is recommended, e.g. Skype, Messenger, MEET, Zoom etc.

The film crew must be informed of every event pertaining to health that could have an effect on the shooting process. This includes providing information on newly infected persons (ensuring that the film crew does not hear such information by word of mouth) and following this up with what measures are being enacted.

- An assessment of the risks pertaining to the location will be given to everybody along with the call sheet; in addition to and supplementing this, daily briefings should take place: these will be given orally before shooting commences and contain special tasks, restrictions and prohibitions.
- If necessary, an HSA briefing can be held for every member of staff by the Covid-19 HSA supervisor and the First Assistant. It would be expedient to hold this briefing through walkie-talkies.
- It is recommended to place the content of the daily briefing on laminated sheets, or in printed form in various clearly visible points around the work area. It is also recommended to place information signs for special attention and pictograms to remind members of the film crew of hygiene requirements and social distancing.

## GENERAL MEASURES

## HEALTH PROTECTION PLAN FOR FILM SHOOTING DURING THE COVID-19 VIRUS INFECTION

### MENTAL HEALTH

If everybody follows the general guideline to protect health in a responsible manner, infection can be kept to a minimum.

Every measure relies on a disciplined and cooperative attitude from crew members. They can easily be adhered to with the proper attention but it must be recognised that the participants in the production are being asked to make an extra effort that is both physical and mental.

A member of the film crew who has been in quarantine must be allowed back to work after the period of isolation has expired, and it is recommended to engage replacements only on temporary contracts in order to avoid film crew members or actors from keeping their symptoms a secret, fearing that they will lose their jobs and livelihood.

It is recommended that managers frequently enquire about the health of the film crew, many of them – especially those who have just returned from isolation – may have concerns about the danger of infection. Distress and fear can in more serious cases lead to stress or even mental health problems.

Employees whose period in quarantine has come to end can return to work after producing a medical certificate. Members of the film crew who have been ill with Covid-19 and have received suitable medical treatment and recovered can return to the shooting location upon presenting a medical certificate. Those employees who were seriously ill may require special attention before they are declared fit to return to work.

### STAY INFORMED

A great deal of information is available on the Covid 19 epidemic, which also includes fake or misleading news. The official Hungarian corona virus site:

**[www.koronavirus.gov.hu](http://www.koronavirus.gov.hu)**

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