

WORKING SAFELY DURING THE PANDEMIC

A FILMCO Production Handbook
for the Audio-Visual Sector



FILMMAKERS COLLABORATIVE OF TRINIDAD & TOBAGO



The production industry faces an unprecedented challenge, as Trinidad and Tobago emerges from lockdown with policies designed to minimise the spread of COVID-19. We have put together some guidelines on how production teams and crews can get back to work and resume filming in a safe environment.

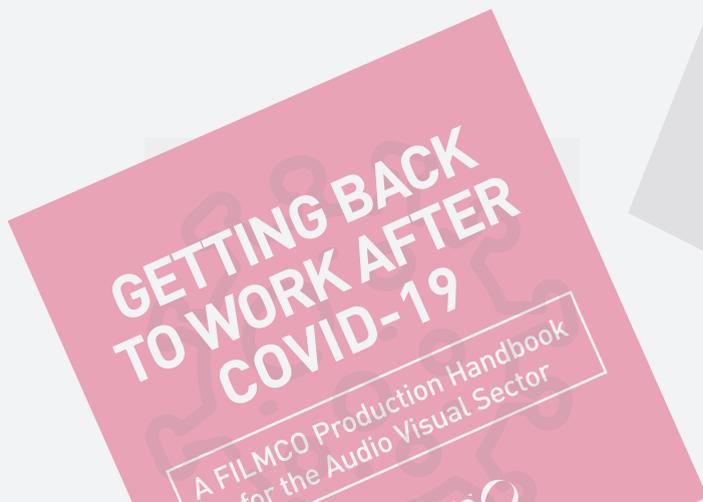
NEW

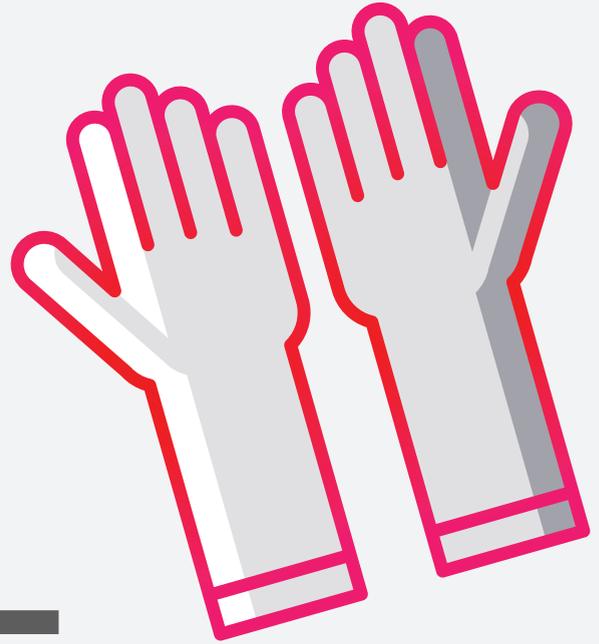
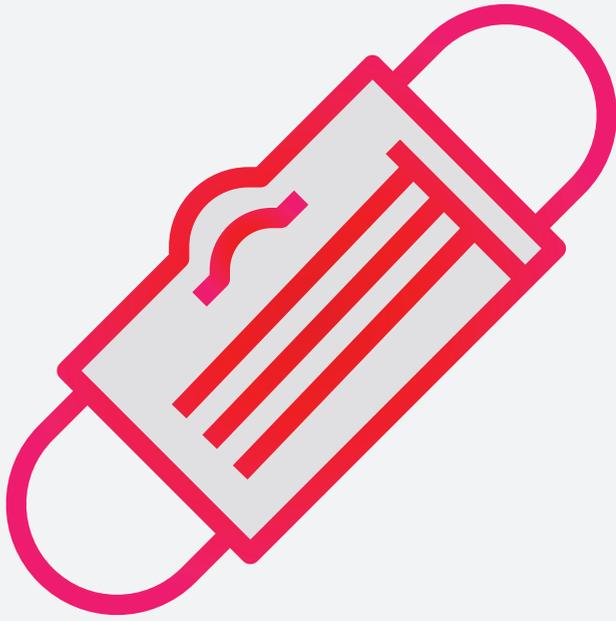


NORMAL!

Adjusting to this new way of working is going to take some time. The most important thing we're trying to convey is that the safety of our casts, crews, talent and clients is paramount. Being able to demonstrate that you've got a plan for keeping everyone safe is incredibly reassuring to the people you'll be working with, and they'll want to work with you again.

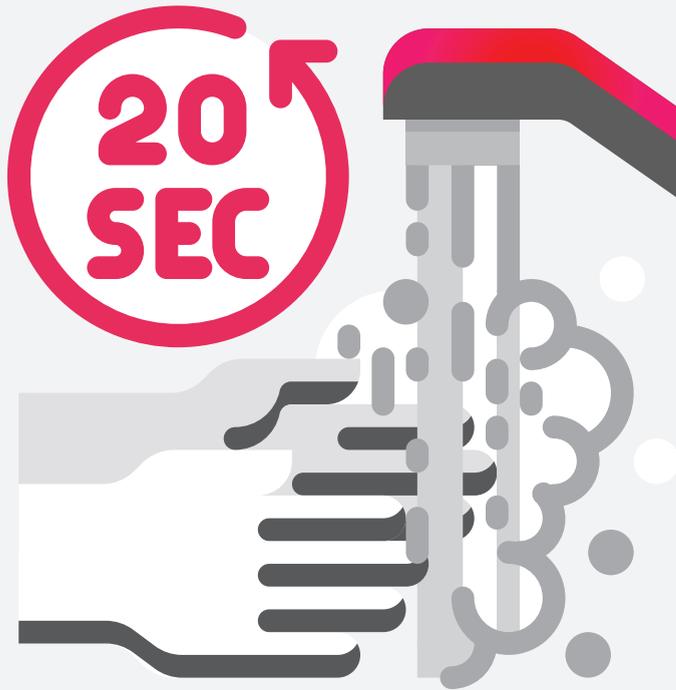
This handbook should be shared with all prospective crew and cast members at least two days before a shoot.





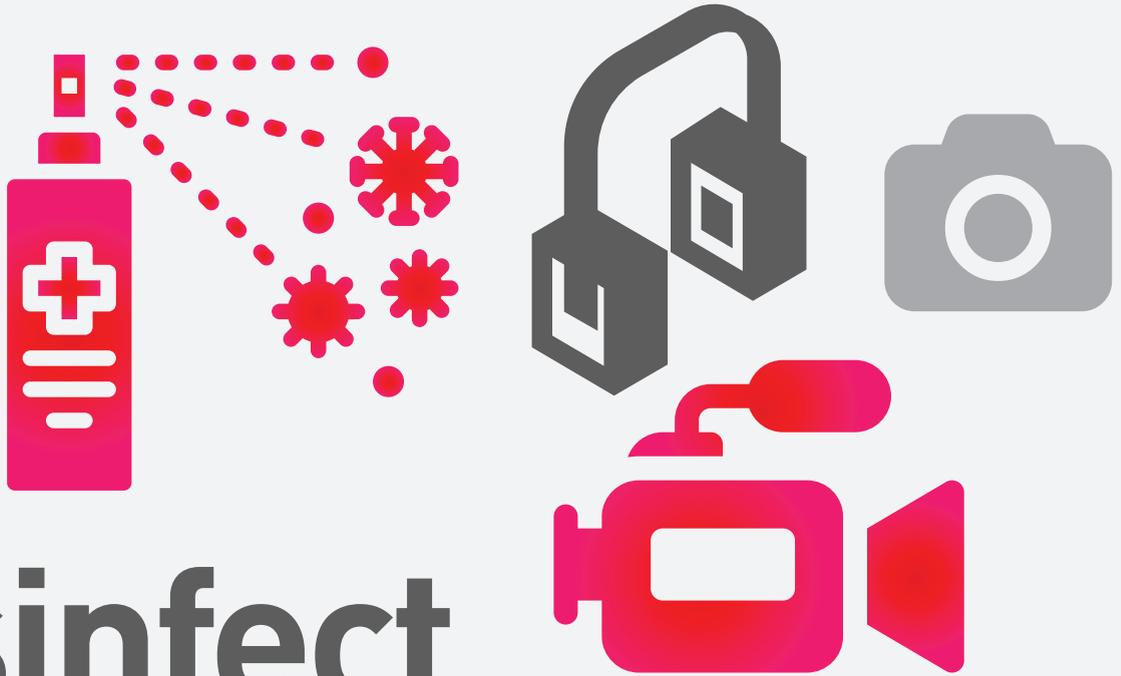
Wear PPE

face masks & latex gloves
for the duration of the
production



Wash

**and/ or sanitise your
hands frequently while
on set and on location**



Disinfect

equipment, surfaces and other elements of the work environment before and after each use

Covid-19 safety kit

Moving forward, productions must have a Covid-19 safety kit at all times, which can be distributed to all crew members, clients, talent etc as necessary.

Safety kits should include all of the following:



LATEX GLOVES



DISINFECTANT/
ANTIBACTERIAL OR
ALCOHOL WIPES
(FOR CLEANING EQUIPMENT)



ANTIBACTERIAL
LIQUID HAND SOAP



FACE MASKS



HAND SANITISER



PAPER TOWELS
(so that crews can properly dry hands after washing)



PAPER TISSUES



General Shoot Planning

- When choosing locations, try to select venues that maximise space and airflow – try to avoid enclosed/ centrally air-conditioned spaces. Can windows/ doors be opened?
- When choosing locations, ensure that there is running water on site, if not, make sure to carry large water bottles with spigots so that crew members can wash their hands frequently
- Anticipate staffing/team inefficiencies due to new procedures and adjust timing expectations accordingly
- Call sheets should include the need for crews to walk with PPE, specifically face masks, latex gloves and hand sanitiser

General Shoot Planning (continued)

- When possible, call times/lunchtimes should be staggered to avoid large groups converging on a single area at one time
- Ensure frequent hand washing and sanitation practices by all personnel on set and on location
- Limit the number of crew to essential personnel only. Identify who may be able to work remotely e.g. line producers, DIT etc
- Have garbage bins/ bags designated for disposal of masks or other PPE



Planning for Casting

- Conduct remote casting either with self-tape or video conferencing
- Eliminate “open calls” and give everyone an assigned window of time for arrival
- Digitally distribute scripts and encourage crew and cast to print and carry their own copies, as opposed to handing out sheets of paper



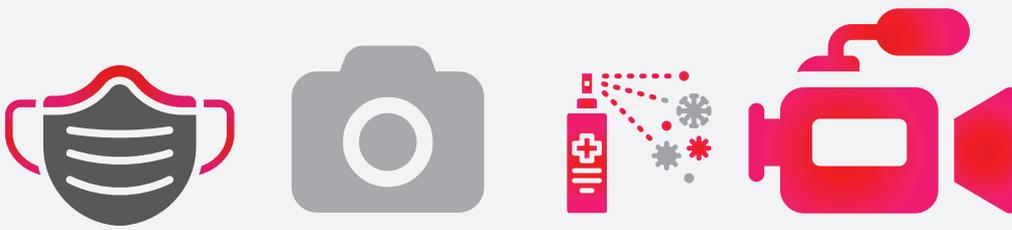
Planning for Wardrobe Fittings

- Reduce the number of costume fittings to minimise risk of exposure
- Use gloves and masks when handling garments
- Have a small supply of extra gloves and masks for actors who forget to bring their own
- Your team and the actors you're working with should wear masks and gloves during fittings
- Have hand sanitiser or soap and water available for actors and assistants and encourage them to cleanse and sanitise their hands frequently
- Costumes and outfits should be bagged individually, per actor

Planning for Hair and Makeup



- Hair and make-up artists **MUST** wear latex gloves and face masks at all times when working with talent
- Hair and make-up stations should be a minimum of 6 feet apart and should be kept tidy. Surfaces must be cleaned with antibacterial wipes/ liquid etc.
- Use disposable make-up kits and brushes when possible and dispose of kits after each application. If non-disposable equipment is used, it should be assigned to each actor so as to prevent cross contamination
- Assign brushes/combs to each actor so not to cross contaminate
- Avoid touch-ups unless absolutely necessary
- Explore the possibility of talent doing their own hair and make-up with expert guidance



Preparation of Equipment

- All crew should use gloves and change them regularly
- Utilise boom-only audio whenever possible
- If lapel mics must be used, label mics with the name of each user
- Disinfect mics and transmitters before and after each use and reassure talent that this has been done
- Choose disinfectants/sanitiser carefully to avoid damage to tools and equipment
- Only camera personnel should handle camera gear including carts, cases, tapes, kits etc.
- Have one individual put up and take down all location signs (if in use)

Do you have suggestions for additional safety precautions we should include? Please drop us a line at info@filmco.org with your recommendations.

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