

Still

Still Productions

Our COVID-19 Policy v.3

Note:

This document and its contents will be reviewed regularly to ensure it continues to comply with all Government guidelines to ensure the safety of everyone on set.

We can shoot

We're here to help you and your Clients as we transition out of lockdown.

We have looked at every aspect of a shoot with the Government's rules in mind and have come up with practical solutions to ensure the safety of everyone on set as well as taking into account greater public health concerns.

By arming ourselves with the best information available we are able to assess the risk of individual shoots, and display situational awareness on set to protect ourselves, and our colleagues.

We can't approach shooting the same way we did before COVID-19. But this doesn't mean we can't shoot.

We can shoot.

Overview of safety protocols

- > A nominated member of Production will be designated as COVID-19 Supervisor whose role will be to ensure protocols are being followed, spot unsafe behaviour, monitor for symptoms. It's important as when working it is easy to forget about COVID.
- > Where can we shoot? Shooting outside is safer than in an enclosed space. But shooting in a large indoor space is completely fine too as long as it is spacious and we can respect all safety protocols. Certain locations will be out of reach such as public transport, schools, private houses will be tricky.
- > Reduced crew size is necessary and achievable. The exact number depends on what the brief requires and the space we're shooting in.
- > Casting is virtual for now. We can get self tapes, we can do live online sessions which can be shared with Clients. The technology is there so we should use it. Seeing a shortlist of talents in a large studio is also an option.
- > Talents: the issues are with groups, older talents & children. We all know that older age group are more at risk so this is something to bear in mind and shooting with children is easing but still restricted. We should still avoid groups touching unless they come from the same household.
It's also worth having a back up model pre-approved by Client just in case our first choice feels unwell.
- > If Agency & Clients don't attend the shoot we can share shots live where images can be rated as you see them. Selects can be made exactly the same way they would do on set. All this very much dependent on a decent wifi. If attending the shoot we'll have multiple large screens to view images, maintaining social distancing.
- > When it comes down to Styling & Hair & Make up, PPE will come into play as social distancing is obviously tricky.

Overview of safety protocols

- > Washing hands very regularly as we all know is essential and additional hand washing stations will be hired.
- > Social distancing of 2m is important especially indoors but regardless of this, everyone will be asked to wear a mask.
- > PPE: We will have masks & gloves on set
- > Temperature will be taken on arrival to set
- > Hand sanitisers & antibacterial wipes to be available on set at all times in prominent places.
- > A ventilated venue is safer so we'll open the windows and doors.
- > We'll have plenty of signs on set to promote on set safety measures.
- > As Public Transport is a risk area, we will provide taxis / parking to crew & talents
- > For breakfast and lunch we'll be having "grab & Go" boxes for some time. We're not talking cheap take-aways, inside them will be the delicious food that you'd expect!
- > We care about everyone on set, that's why we do production so we'll check in on the crew & talents the night before the shoot to make sure they have no symptoms and have no known exposure to the virus. It is also important that no one feels pressured to come to set if they feel at all unwell so we'll have back up crew & talents lined up.

Locations

Factors to consider:

- > Some locations might be difficult to access:
Private Houses: it will be a while before we can have access to a private property unless it is an empty 2nd home.
Busy public environments where social distancing is difficult to maintain: transports, busy shopping streets, shops
Children & older people specific environments
- > Enough space to allow for distancing

Our solutions:

- > Location brief: it is important to consider that some locations might be out of reach for a while. We can be contacted at an early stage of the creative process and would be happy to make early enquiries and advise you accordingly.
- > Location permitting: We should allow for a little extra time to turn the permits around.
The location scouting process will generally not be affected.
- > We should always pencil a back up location.
- > We should look at spacious locations to allow for distancing, if needed book an additional studio/space.
- > Be prepared to shoot at unsociable hours if deemed safer.
- > Shooting outside is safer than in an enclosed space and we can section off areas using safety tape.

Casting & Talents

Factors to consider:

- > How to cast without a physical casting
- > Shooting groups
- > Talent demographic
- > Talent approval
- > Talent falling ill

Our solutions:

- > Casting Process, we can do this in various stages:
 - Send headshots and links to reels / bios
 - Arrange for self tapes/photos and upload on a link with headsheets and Artist Declaration forms.
 - Online live video casting with photographer/creatives & shortlisted talents that can be recorded & shared
 - Physical casting in a safe environment (large studio with strict call times) only with a tight shortlist of talents, similar to a recall casting.
- > Talents:
 - The over 65 are at a higher risk than younger age groups and children are extremely low risk.
 - Consider using existing cohabiting groups: real families, flatmates, real couples etc or shoot people individually
 - Back-up: We should always pencil a back up to our 1st choice talents
 - We should consider allowing time for talents to self isolate between their approval & the shoot

Crew size

Factors to consider:

- > Reducing crew size reduces risks
- > Crew falling ill
- > Social distancing

Our solutions:

- > Defining key crew members:
It is vital that we establish a safe working environment with a skeleton crew. Based on the brief & location, we will decide on how many crew members are absolutely needed on set.
We will also use crew members who live together where possible to reduce risks.
- > Crew on set
We will consider whether all crew need to be on set at all times. The busiest times are at the beginning and at the end of a shoot so we will look to see if some crew can be present at specific hours only.
We will adapt call times so each department arrives at different times to minimise interactions.
- > Crew back up
We will ask crew to self isolate prior to a shoot if possible. Should any crew member feel any COVID-19 symptoms prior or even in the morning of the shoot, we will have back up crew lined up to replace anyone essential.

Remote Shooting & Viewing

Factors to consider:

- > Reducing number of people on set reduces risks
- > Social distancing

Our solutions:

- > Remote shooting
We can shoot remotely with a live link so Creatives can rate images in real time.
Clients can watch the shoot whether in UK or abroad or be presented with selects as soon as the images are rated.
- > For any Clients attending the shoot, we can set up a video village in a separate space.
- > We will also use much larger viewing monitors on set so the images can be viewed from further away by Creatives & Clients as we are shooting maintaining social distancing.
- > The technology is there so let's use it.

Styling, Props, Hair & Make-up

Factors to consider:

- > Social distancing
- > Transfer of COVID-19 from clothing, props, make up

Our solutions:

> **Wardrobe**

We can source wardrobe but we can also use talents' own wardrobe. Items can be picked by the stylist via a live video check with the talents and presented to Clients prior to the shoot.

Wardrobe should be hanged on rails & steamed by the same person.

Talents to dress themselves under the stylist's directions. Should the stylist need to adjust the clothing when on talents, it should always be by the same person throughout the day and only if necessary.

Wardrobe team to wear enhanced PPE as social distancing will be harder to keep.

Set up a wardrobe room separate to make up and no wardrobe / towels can be shared between talents.

> **Props & Sets**

To be handled by the Art Department team ONLY.

> **Hair & makeup**

Where possible, we can consider talents doing their own hair & make up. We can organise a virtual tutorial with the make up artist prior to the shoot and on set our hair & make up artist can direct from a safe distance.

Direct contact should only be when deemed essential and with the consent of all parties.

HMU to use disposable kit/make up where possible & follow appropriate barbicide and other disinfecting processes.

Hair & Make up Artist to wear enhanced PPE as social distancing will not be harder to keep.

Equipment Hire

- > Hired & photographers equipment will be cleaned prior to the shoot and lighting vans to be sanitised regularly. Walkies to be correctly sanitised , bagged up, labelled and not shared. Equipment to be handled by the lighting crew ONLY.

Transport & Vehicles

- > Avoid Public Transport (risk area) by providing taxis to & from set as well as parking for anyone who can drive.
- > Choice of Unit vehicle will need to be adapted to each specific shoots.

Catering

- > All food to be in individual 'grab&go' boxes or give crew & talents per diem to bring their own. Cutlery/napkins will be individually wrapped.
- > The menus will be digitally sent out to all crew so people are not congregating around it during food breaks.
- > Hot Drinks to be provided in thermos & water to be available via brand new water containers with a tap which will be sanitised with wipes before & after each use.
- > Everyone to bring their own reusable bottle & keep cup for hot drinks.

Declaration forms & Insurance

- > Following a briefing from production on the on set safety rules prior to the shoot and how they will be applied, crews & talents will be asked to sign a Health Declaration Form confirming that they have no symptoms, have not been exposed to someone with symptoms in the last 14 days, are happy to attend the shoot and respect the safety protocols. They will also be asked to sign a post-shoot waiver indicating that proper protocols were established and followed on set. Anyone not willing to sign this will not be able to attend the shoot.
- > Shortlisted talents to fill in an Artist's Declaration form to state the status of their health.
- > In depth Risk assessments and Method statements will be shared.
- > Cancellations & postponed fees as well as insurance will be discussed on a case by case basis.

Additional notes

- > We should allow a longer lead time between the confirmation of a project and the shoot to allow for the extended casting process, longer deliveries for wardrobe & props and location permitting.
- > If crews are reduced on set and Clients are remotely viewing the shoot, we should consider that the shoot & shots approval process might be slower and we therefore might need to consider additional shoot days.
- > Shorter shoot days are safer than longer shoots due to viral load.
- > Budgets will include additional line items relating to safety protocols & for additional cleaning required.
- > Post shoot safety advice will be given to crew & talents ie: change clothing when getting home, wash shoot clothes & more.

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Thank you

Please get in touch if you have any questions or comments, or just to say hi!
[Email us](#) our visit or website to view some of our productions [Still Productions](#)