

# Still

## Still Productions

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### *Our COVID-19 Policy v.6*

**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 to produce COVID safe shoots**

With our own experience & Government's legislation in mind, we have devised 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

- > TESTING - We strongly recommend testing ahead of all our shoots, be that PCR testing provided by recognised providers, or lateral flow testing, either medic or self administered.  
We will assess timelines and risks to advise on the best course of action on a shoot by shoot basis, and provide costs appropriately.
- > All our production crew are APA Covid Supervisors with one designated COVID-19 Supervisor on every shoot. This individual will take and record temperatures upon arrival, and ensure all crew have appropriate, fresh PPE. Through the day they will also guarantee that protocols are being followed, spot unsafe behaviour & monitor for symptoms
- > Where can we shoot? Shooting outside is always safer than in an enclosed space. But shooting in an indoor space can be made safe by assessing safe COVID capacity and following safety protocols.
- > Reduced crew size is necessary and very achievable with the remote viewing options we have been working closely to establish and strengthen.
- > Casting is still virtual. We can get self tapes, & organise live online sessions which can be shared with Clients. Seeing a small shortlist of talents in a large studio is also an option with an appropriate testing scheme.
- > Cast / on camera talent: We all know that older age group are more at risk so this is something we continue to bear in mind. We highly recommend having pre-approved back up's for all cast.
- > When it comes down to Styling & Hair & Make up, enhanced PPE will continue to play a pivotal role as social distancing is obviously tricky.

# Overview of safety protocols

- > Washing hands very regularly as we all know is essential, as such facilities to do this will always be available.
- > Social distancing of 2m is still recommended wherever possible, everyone will be required to wear a mask. Particular attention will be paid at lunchtime when people remove their masks.
- > PPE: offered on set to all shoot attendees and monitored so it's refreshed regularly
- > Temperature checks on all shoot attendees will be taken and recorded upon arrival to set.
- > Hand sanitisers & antibacterial wipes to be available on set at all times, clear signage will trigger crew to keep sanitising throughout the day.
- > If shooting inside, a ventilated venue is safer so we'll open the windows and doors wherever possible, & recommend breaks outdoors.
- > We'll display clear signage on set to promote safety measures, our COVID supervisors will make sure they are followed.
- > As Public Transport is a risk area, we will provide taxis / parking to all shoot attendees.
- > We care about everyone on set, that's why we're producers, so we'll check in on the crew & talents the day before the shoot to make sure they have no new symptoms. It is also important that no one feels pressured to come to set if they feel at all unwell so we'll always have back up crew & talents lined up.
- > We demand that all shoot attendees take the safety measures seriously, by following guidelines, and respecting your fellow crew by wearing your PPE properly at all times. We rely on each other to stay safe and continue doing what we love.

# Locations

## Factors to consider:

- > Some locations continue to be difficult to access due to COVID safety regulations
- > Ample space to allow for distancing
- > Extended location permitting timeframes

## Our solutions:

- > Location brief: it is important to consider that some locations will continue to be out of reach for now. We can be contacted at an early stage of the creative process and are happy to make early enquiries and advise accordingly.
- > Location permitting: We should allow for a little extra time to turn the permits around, taking into consideration that many authorities still have reduced hours and work force. The location scouting process will generally not be affected.
- > Back up locations are recommended
- > We should look at spacious locations to allow for distancing, if needed book an additional studio/space.
- > Private houses should be cleaned ahead and after shooting.
- > Be prepared to shoot at unsociable hours if deemed safer.

# 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, much if not all of this process can be done remotely, keeping everyone safe.  
Here are the solutions we can offer to this end:
  - Send headshots and links to reels & bios - client and agency to choose from this much like 'Casting from Card'
  - Arrange for self tapes & current photos to be uploaded to a webpage, offering clients a similar insight to live casting
  - Online live video casting with photographer/creatives & shortlisted talents which can be recorded & shared
  - Physical casting only if in a safe environment (large studio with strict call times) with a tight shortlist of talents, similar to a recall casting is still possible if required.
- > Talents:  
The over 65, and those with certain preexisting conditions are at a higher risk so if a production must have this demographic, we aim to shoot them separately unless they are part of the same household as other cast.  
Consider using existing cohabiting groups: real families, flatmates, real couples etc or shoot people individually  
Back-up: We should always have a confirmed, pre-approved back up who can be called in at any notice.

# 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 as few crew as possible.  
Based on the brief & location size, we will advise on safe capacity, which will inform how we structure the crew. People who can work from home efficiently, should do so.
- > 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 stagger call times so each department arrives at different times to minimise interactions and bottlenecks.
- > Crew back up  
Given the continued prevalence of COVID 19, we strive to seek backups for crew. Without payment it isn't possible to hold crew, but with 15+ years in the industry we have extensive contacts to ensure our shoots never go short of essential team members.

# Remote Shooting & Viewing

## Factors to consider:

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

## Our solutions:

- > Remote shooting  
With new technologies and systems to hand, we can invite anyone to view our shoots remotely, be that for stills or moving image content.  
Tailor made systems are available to suit all briefs and budgets, so we can keep non-essential attendees safe at home, and reduce on set numbers. *Crucially* this is without compromise to our client or the running of the shoot day.
- > For any Clients attending the shoot, if requested we can set up a video village in a separate space, with communication systems so we are always connected.
- > Setting up multiple client monitors, as well as larger monitors allows more to see the shot, without compromise to social distancing.
- > The technology is there, and is highly adaptable 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**

Prep: All purchased and hired wardrobe to be bagged up & quarantined for 24 hours ahead of coming to set.  
If using talents own wardrobe, this must be freshly washed and quarantined ahead of arrival to set also.

On set: Only the styling team are permitted to handle and prep the wardrobe to reduce chance of contamination, sanitiser / single use gloves and aprons are available to further reduce this risk.

Talents to dress themselves under the stylist's direction, wardrobe should only be adjusted by the stylist where necessary.  
Adequate space to be allowed for styling and dressing, towels / robes and slippers are not to be shared under any circumstances  
Wardrobe team to wear enhanced PPE as social distancing will be harder to maintain.

### > **Props & Sets**

To be handled by the Art Department team only.

### > **Hair & makeup**

As is already standard good practice, all brushes and tools to be freshly washed ahead of the shoot.  
Absolutely no sharing of tools between cast without thorough Barbicide sanitising.

Fresh table cloths provided for each cast member / chairs and tables to be sanitised between use.  
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 relevant crew only.

# Transport & Vehicles

- > Public Transport is to be avoided 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 shoot.
- > Unit vehicles will be capacity assessed ahead of the shoot & be sanitised ahead of hire

# Catering

- > Catering can be supplied in individual portions on request.
- > Catering to be served in an environment offering adequate space for safe distancing, this is the only time crew are permitted to remove masks so we have to be extra vigilant that this is being observed.
- > Single use bottles and cups available, which we ask are disposed of immediately after use to avoid risk of contamination.

# 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 (from the APA) confirming that they have no symptoms, have not been exposed to someone with symptoms or travelled abroad in the last 14 days, are happy to attend the shoot and respect the safety protocols. Anyone not willing to sign this will not be able to attend the shoot.
- > 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

- > Despite our learnings, and systems in place, shoot prep is still taking longer than it did in pre-COVID times. As such please allow longer lead times so that we can plan a safe shoot for you.
- > 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.
- > Additional line items specifically relating to COVID -19 in our budget will be clearly stated and no Service fee will be added to these.

# Still

## 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](#)