



Covid Info V02

Photographic shoots can still go on. We shall be looking at every aspect of a shoot and ensuring that we meet Government rules and industry guidelines, whilst implementing practical solutions to ensure everyone's safety.

What will we do?

There will be a nominated member of the Production team who has completed the APA shoot Guidelines course. They will be the designated person to oversee COVID-19 guidelines. There will be a briefing prior to and on shoot day, as to the protocols that everyone is to follow. We will be checking in with crew and talent the night before the shoot, to ensure that everyone feels well. Post shoot advice will be given to crew and talents, such as washing shoot clothes when getting home and protocols to follow, should any symptoms develop. The COVID 19 supervisor will ensure that everyone on set is aware of the information and will monitor that protocols are being followed. The following will be implemented:

- Digital thermometer on set and everyone's temperature will be taken on arrival.
- Everybody on the shoot will be required to fill out the APA "Covid 19 Declaration" form. These forms are kept with the producer and all crew will be notified if anybody contacts production to say they are unwell or have a temperature up to 14 days after the shoot. (An example of this form is attached at the end of this PDF)
- Additional hand washing stations will be made available.
- Masks and gloves will be available on set.
- Hand sanitisers and antibacterial wipes will be available in prominent places.
- There will be signs, reminding everyone to stay 2m apart, to wash hands and to use sanitisers.
- If we shoot indoors, windows and doors will be opened to ensure ventilation and everyone will be asked to wear a mask.
- Taxis will be provided if necessary, to avoid public transport.
- Lunches will be individualised rather than buffet.
- Craft table items will be individually wrapped items.
- Additional protocols will be implemented on set and these will be clearly outlined prior to and on set day.

Anyone who develops any symptoms before the shoot, will be asked to inform the supervisor and we will have extra crew and talents lined up.

Logistics

Shooting outside is preferable but as long as protocols are followed, shooting indoors is fine. There are many factors to consider when shooting indoors. We shall be considering all factors and providing solutions, to ensure that the shoot will go ahead and be a success.

- **Shoot Plan:**

A detailed shoot plan will be drawn up considering all the requirements of both the client / creatives and all the COVID-19 policies. This will include a zone plan to keep all the crew safe whilst being able to work. With staggered start times and using our knowledge of past shoots we have been able to successfully deliver both the required layouts and safe working practices.

- **Crews:**

Reduced crew size may be necessary, depending on the space we are shooting in and the brief requirement. We will look at using crew members who live together to reduce risks and look at adapting call times to stagger the arrival and departure of groups.

Back up crew will be lined up to ensure that anyone can be replaced quickly so as not to interrupt the shoot.

- **Groups and talent:**

We will need to bear this in mind when shooting with older age groups and children. Guidelines on this are subject to change and of course we will be working within government guidelines.

We shall be asking Client's to pre-approve back up models and talent in case the first choice becomes ill.

- **Meetings and castings:**

Where possible this will be virtual or held in a large open studio or space.

We will arrange for self-tapes (directed by the casting director) as well as photos to be uploaded via a link.

Where clients cannot attend the shoot, it will be possible for images to be relayed to client via a live link. This does depend on internet speeds but we have achieved this already with great results.

- **Hair, make up:**

We may consider talent doing their own Hair and Make-up under guidance. If this option is required, we will get our Hair and Make-up team to advise talent on the best approach.

Hair and Make-up will be in advanced PPE and they will be using disposable brushes / pads so nothing will touch more than one person's skin.

Separate stations will be established and sanitised down in between individuals and enhanced PPE guidelines will be adhered to.

- **Styling:**

Detailed mood boards will be presented to all and agreed before the shoot.

Extra time will be allocated to styling as delivery times are extended at the present time.

Stylists can pick items and present via a video link to clients for approval prior to the shoot

Talent can be encouraged to use their own items.

On set talent should dress themselves under stylist directions. No sharing of towels or wardrobe.

Art director and client to pre-approve a small selection of 2 or 3 outfits per shot that need to be purchased/ hired, which would allow for the reduction in the handling of tried on clothes.

Approved wardrobe would be steamed/ironed and made ready for the model to dress themselves.

The model would also be asked to not touch anything that wasn't designated to them.

Any changes on set would be directed as much as possible, for the model to alter themselves. If this is not possible then stylist will do it whilst wearing PPE.

- **Props:**
Detailed mood boards will be presented to all and agreed before the shoot. This will help to minimise the number of props on set.
Props to be handled by the props team only to minimise the touching of surfaces. All surfaces will be wiped down before the talent arrives on set.
Prop team to have dedicated zone that will be exclusive to the team for the duration of the shoot.
- **Digital:**
Multiple screens will be set up so that the images can be viewed in small groups around the location or studio. Live feeds that can be viewed via the web have worked very well. The Digital team will be kept near the photographer but adhering to the 2m rule.
- **Locations:**
Some locations may be more difficult to access and when considering busy public environments, the ability to maintain social distancing will need to be considered when choosing locations. Locations on the whole will have to be larger, to accommodate the extra space required to enable social distancing.
- **Equipment Hire:**
All cleaning and sanitising of equipment and vans will be done prior to shoot. Items are to be handled by crew only and sanitised, with no sharing of equipment.
- **Transport:**
Public transport is to be avoided, and extra parking and the use of taxis will be looked at and provided where possible.
- **Catering:**
We will still ensure a high standard of food. Food will be individual in grab boxes and cutlery and napkins individually wrapped. Reusable bottles and cups will be used so that everyone has their own and food breaks will be staggered to avoid large groups congregating around food stations. All stations and equipment will be regularly sanitised.
- **Declaration forms and insurance:**
Everyone attending set will be briefed on the protocols in place and how they will be implemented. Everyone will be asked to sign a Pre-Shoot Health Assessment Check. Confirming that have no symptoms, have not been exposed to anyone with symptoms in the last 14 days and that they are happy to adhere to and implement all safety protocols. Anyone not signing this form will be unable to attend the shoot.
- Cancellations and postponed fees will be discussed on a case by case basis.

Additional notes

There are numerous other factors to consider around locations, equipment hires, transport and catering. We shall look at every detail and all factors to find a solution.

Agencies and clients should be aware when choosing locations and discussing briefs that a longer lead time may be needed to ensure that all safety protocols can be followed. With potentially a reduced crew, shorter shoot days and virtual viewing, an extra shoot day may be required. Budgets will reflect extra line items relating to safety protocols such as additional cleaning.

We care about production and everyone's safety. By implementing these protocols, we can all look forward to a successful and safe shoot. If you have any questions please do not hesitate to contact us. These guidelines and protocols will be regularly reviewed and updated and implemented as necessary.