



**KZN FILM COMMISSION COVID 19 PROTOCOLS FOR
PRODUCTIONS IN FILM AND TELEVISION
IN KWAZULU-NATAL PROVINCE
EFFECTIVE 1 JULY 2020**



KZNFC COVID 19 PROTOCOLS FOR PRODUCTIONS IN FILM AND TELEVISION EFFECTIVE 1 JULY 2020

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1. Introduction.

The KZNFC has developed protocols to assist in navigating the landscape during the Covid 19 pandemic for film and television in KwaZulu-Natal. The document captures the main areas of concern with regards to the pandemic. It gives some background on how the pandemic started and became a public health emergency for the country. It explains Covid 19 and its symptoms, as well as providing a timeline on the different phases the government has set out for the pandemic that has led us to the current phase being Level 3 lockdown. The document looks at relevant clauses of the Occupational Health & Safety Act (85 of 1993), Workplace conditions and workplace readiness under Covid 19. The regulations under Lockdown Level 3 are also outlined and links have been provided as a resource guide. The protocols that have been issued by the film industry association SASFED are attached for reference. The resource guide is not exhaustive and industry is encouraged to reference other regulations issued by government and the National Coronavirus Command Council that are not on this list.

Finally, the document outlines the specific protocols for film and television production companies that have received KZNFC funding as well as productions that plan to shoot their films in KwaZulu-Natal.

2. Objectives

- 2.1** To minimise the risk of spreading the Covid 19 virus in the film and television production environment.
- 2.2** Understanding the Covid 19 virus and its mode of transmission.
- 2.3** Consolidating relevant government legislation in order to develop protocols for the production of film and television content in the Province of KwaZulu-Natal.

3. Overview.

- 3.1** The global pandemic began on the 7 January 2020 when the 'Severe Acute Respiratory Syndrome Coronavirus 2' (SARS-CoV-2) was confirmed as the cause of the 'Coronavirus Disease 2019' or COVID-19. Initially the disease was confined to China and linked to the seafood, poultry and live wildlife market. The virus has since spread to most countries around the world and was first reported in South Africa on the 5th March 2020.



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- 3.2** On 26 March 2020, President Cyril Ramaphosa announced a three-week nationwide lockdown with severe restrictions on travel and movement, supported by the South African National Defence Force – from midnight on Thursday, 26 March, to midnight on Thursday, 16 April. This meant that people were confined to their homes and only allowed to leave their homes to buy food, seek medical help attend funerals or other extreme circumstances. The lockdown followed government regulations that limited public gatherings, travel from high-risk countries and the sale of alcohol. In addition, borders were closed to reduce the rate of infection from those travelling into South Africa from other countries. A quarantine was also enforced on inbound travellers and returning citizens.
- 3.3** The impact on the film and television industry was that all production activity was halted, as no travel was permitted, or any production activity permitted to continue in line with the conditions of the nationwide lockdown.
- 4. What is Covid 19?**
- 4.1** Coronavirus disease (COVID-19) is an infectious disease caused by the coronavirus. There are 7 types of coronavirus with the most severe being the MERS virus in the Middle East and SARS virus in China and parts of Asia. Covid 19 is the newest strain of coronavirus.
- 4.2** Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.
- 4.3** The best way to prevent and slow down transmission is being well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based hand sanitiser frequently and not touching your face.
- 4.4** The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).
- 4.5** At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments.



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5. The nature of the Covid 19 disease.

The Most common symptoms of Covid 19 are:

- 5.1** Fever
- 5.2** Dry cough
- 5.3** Fatigue
- 5.4** Coughing up slime (producing sputum in the lungs)
- 5.5** Shortness of breath
- 5.6** Sore throat
- 5.7** Headache
- 5.8** Muscle or joint ache or pain
- 5.9** Body chills

According to the World Health Organization, in more than 80% of all reported cases, fever is the most typical symptom. This is followed by a dry cough (in around 68% of cases), fatigue (38% of cases), producing sputum (33% of cases) and shortness of breath (nearly 19% of reported cases).

Less common symptoms:

- 5.10** Nausea or vomiting
- 5.11** Nasal congestion
- 5.12** Diarrhoea
- 5.13** Coughing up of blood or blood-stained mucus
- 5.14** Intensely red eyes, watery discharge from the eyes, swollen eyelids and light sensitivity.
- 5.15** Once a person has been exposed to coronavirus, signs and symptoms may start in as little as 2 days or take as long as 14 days.
- 5.16** In most instances, the most obvious signs of infection are mild respiratory symptoms and fever. The time it takes for symptoms to appear is called the 'incubation period'. On average, official reports indicate that signs and symptoms typically develop five to six



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days after being exposed to the COVID-19 virus. This is often called the ‘mean incubation period’. The full incubation period ranges between 1 and 14 days.

6. The timeline for the Covid 19 pandemic in South Africa.

6.1.1 26th March 2020 - South Africa went into national lockdown.

6.1.2 Level 5 lockdown was characterised by:

6.1.3 Only essential services permitted.

6.1.4 Transport restrictions – transport may only operate at restricted times

6.1.5 Movement restrictions – no inter-provincial movement except for transportation of goods and exceptional circumstances (funerals)

6.2 1st May 2020 – South Africa moved to Level 4 lockdown with the easing of some restrictions:

6.2.1 More sectors were permitted to operate including, food retail stores selling full range of products, IT services, financial and professional services, global business for export, postal and telecommunications services, agriculture, forestry and mining in some areas.

6.2.2 Transport permitted to operate all times of the day with restrictions in line with health regulations.

6.2.3 Curfew remains from 8pm-5am

6.2.4 Outdoor exercise permitted from 6-9am

6.2.5 Wearing of masks outside compulsory

6.3 1 June 2020 - The country is now at level 3 lockdown, characterised by the easing of further restrictions

6.3.1 Sectors permitted are take away restaurants, alcohol retail within restricted hours, clothing retail, government services including deeds office and permitting services, stationary and office equipment, books and educational product, delivery services, rail services.

6.3.2 Transport permitted to operate all times of the day with restrictions in line with health regulations.

6.3.3 Curfew remains from 8pm-5am

6.3.4 Outdoor exercise permitted from 6am - 6pm

6.3.5 Wearing of masks outside compulsory



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7 Workplace conditions.

7.1 The OCCUPATIONAL HEALTH & SAFETY ACT (85 OF 1993), states that:

7.2 Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health and safety of its employees. An employer is to:

7.3 take such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety of employees, before resorting to personal protective equipment;

7.4 establish, as far as is reasonably practicable, what hazards to the health and safety of persons are attached to any work which is performed, any article or substance which is produced, processed, used, handled, stored or transported and any plant or machinery which is used in his business, and he shall as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work, article, substance, plant and machinery in order to protect the health and safety of persons, and he shall provide the necessary means to apply such precautionary measures;

7.5 provide such information, instructions, training and supervision as may be necessary to ensure, as far as is reasonably practicable, the health and safety at work of his employees;

7.6 take all necessary measures to ensure that the requirements of the Act are complied with by every person in his employment or on premises under his control where plant or machinery is used;

7.7 enforcing such measures as may be necessary in the interest of health and safety;

8 If someone falls sick in the workplace.

8.1 Develop a plan for what to do if someone becomes ill with suspected COVID-19 at your workplace.

8.2 The plan should cover putting the ill person in a room or area where they are isolated from others in the workplace, limiting the number of people who have contact with the sick person, and contacting the local health authorities.

8.3 Consider how to identify persons who may be at risk, and support them, without inviting stigma and discrimination. This could include persons who have recently travelled to an area reporting cases, or other personnel who have conditions that put them at higher risk of serious illness (e.g. diabetes, heart and lung disease, older age).



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- 8.4** Seek the assistance of your local health authority in developing the plan and seek their input.
- 9 Lockdown Level 3 regulations.**
- 9.1** Businesses and other institutions, with the exception of those set out under the Level 3 regulations, may operate. (Under level 3 businesses do not need a permit. [See Link](#))
- 9.2** Businesses and other institutions with more than 100 employees must, where possible, make provision for minimising the number of employees at the workplace at any given time, through rotation, staggered working hours, shift systems, remote working arrangements or similar measures, in order to achieve social distancing and to limit congestion in public transport and at the workplace.
- 9.3** Relevant health protocols and social-distancing measures set out in the directives, in addition to the occupational health and safety directives issued by the Cabinet member responsible for employment and labour, as well as applicable labour legislation, must be adhered to.
- 9.4** Employers must implement measures for employees who are over 60 or those with co-morbidities to facilitate their safe return to work, which may include special measures at the workplace to limit exposure to Covid-19 infection and, where possible, allowing them to work from home.
- 9.5** Screen employees daily for symptoms of Covid-19 and refer those employees who display symptoms for medical examination and testing where necessary; and
- 9.6** Submit data collected during the screening and testing process to the Director-General: Health.
- 9.7** Industries, businesses and entities, both private and in the public sector, which are permitted to operate, must–
- 9.7.1** designate a Covid-19 compliance officer who must oversee the implementation of a Covid 19 plan; and
- 9.7.2** adherence to the standards of hygiene and health protocols relating to Covid-19 at the workplace;
- 9.7.3** develop a plan for the phased-in return of their employees to the workplace prior to reopening the workplace for business, which plan must correspond to all lockdown regulations and be retained for inspection and should contain the following information:



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- 9.7.4 develop a list of the employees who are permitted to work;
- 9.7.5 develop health protocols that are in place to protect employees from Covid-19; and
- 9.7.6 Details of the Covid-19 compliance officer;
- 9.7.7 phase in the return of their employees to work to manage the return of employees from other provinces, metropolitan areas and districts; and
- 9.7.8 develop measures to ensure that the workplace meets the standards of health protocols, adequate space for employees and social distancing for the public and service providers, as required.

10 Resource Guide.

- 10.1.1 This document was developed taking into consideration the legislation and guidelines put by the National Coronavirus Command Council response to the Covid 19 pandemic.
- 10.1.2 The following documents can be used as a resource guide, the list is not exhaustive:
- 10.1.3 [The Government Gazette No. 43096 of 15 March 2020](#)
- 10.1.4 [Alert Level 3 Regulations](#)
- 10.1.5 [Summary of Level 3 regulations](#)
- 10.1.6 [Covid 19 Risk Adjusted Strategy](#)
- 10.1.7 [Communications and Digital Technology on Risk-Adjusted Strategy directions for film and television production houses](#)
- 10.1.8 [What is Covid 19](#)
- 10.1.9 [Live streaming of the creative sector services in support of COVID-19 – Government Gazette, 4 May 2020 \(No.43269\)](#)
- 10.1.10 [Covid-19 Occupational health and safety measures in workplaces Covid 19 \(C19 OHS\), 2020](#)
- 10.1.11 [How to wear a cloth face mask](#)
- 10.1.12 [Coronavirus Mythbusters](#)
- 10.1.13 [Free Training for the coronavirus disease](#)
- 10.1.14 [Consolidated COVID -19 Direction on Health and Safety in the Workplace](#)
- 10.1.15 [Coronavirus Survival Guide](#)



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10.1.16 The South African Film and Television Industry Associations have issued protocols to guide the industry to be in line with government regulations. The guideline that has been issued is the following:

10.1.17 [SASFED](#)



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11 Covid 19 Protocols for Film and Television Production in KwaZulu-Natal.

11.1 Introduction.

11.1.1 In the wake of the Covid 19 pandemic, which led to the shut down on all productions from the 26th March 2019, the KZNFC closed down its film fund, for funding applications in film and television. The production industry in KZN as well as the rest of the country came to a standstill. The country is now in Lockdown Level 3. The KZNFC film fund has since re-opened for applications on the 18th May and will close on the 30th June for the first round of 2020.

11.1.2 The KZNFC Facilities and Locations office has been open to assist with all enquiries to assist with securing permits for filming in KZN and remains open to provide assistance in this regard.

11.1.3 The purpose of these protocols is to give guidelines to the film industry in KwaZulu-Natal on how to safely conduct their productions during the Covid 19 pandemic, taking the government regulations into consideration. This document is a guide for filming in the province of KwaZulu-Natal and does not substitute or replace existing government legislation. Productions are urged to read these protocols together with government regulations that have been issued and that will be issued during the pandemic. Guidance should be sought from the local department of health and labour in developing and approving the guidelines.

11.1.4 The protocols are for the use of productions that have been funded by the KZNFC, as well as productions that plan to shoot their films in KwaZulu-Natal.

12 KZNFC Funding Applicants.

12.1 All KZNFC funding applicants are to submit a Covid 19 Health and Safety plan for all production funding applications, taking into consideration the guidelines in this document as well as the Covid 19 regulations issued by government. The guidelines need not be submitted with the application but are to be submitted prior to a project going into development or pre-production at a time agreed to with the KZNFC.



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13 The Protocols.

13.1 Productions are permitted to resume under Level 3 Lockdown. These guidelines address the main areas of concern as covered in the various legislation issued by the National Covid 19 Command Council and the respective government department. The Health and safety of all members of the cast, crew and officials is paramount. These guidelines address the following areas:

13.2 Limiting the spread of infection in a production.

13.3 The Health and Safety of cast and crew

13.4 Social distancing

13.5 Training

13.6 Production concerns

13.7 The guidelines are not prescriptive and would have to be adapted to suit the requirements of individual productions, taking issues of safety, labour and health into account.

14 Designated COVID-19 Compliance Officer

14.1 A Covid-19 Compliance Officer, must be appointed. The officer must be trained and have the responsibility and authority for COVID-safety compliance and enforcement in the workplace to address issues as they arise.

14.2 The Covid-19 compliance officer is to oversee the safety plan have oversight and enforce the requirements of the plan.

14.3 The officer may be assigned additional responsibilities related to health and safety in the workplace.

14.4 The duties and responsibilities of the Covid-19 Compliance Officer may include, overseeing and monitoring social distancing, testing, symptom monitoring, disinfecting protocols, and PPE education, protocols and adherence and such other duties as may be determined by the employer.

14.5 A Covid19 Compliance Officer shall be accessible in the workplace at all times during work hours and all personnel should have access to the Covid-19 Compliance Officer.

14.6 All cast and crew are to be informed who the Covid-19 Compliance Officer is and how to contact him or her.



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- 14.7** There should be a communication/ hotline system to respond to all cast and crew safety questions and concerns (including pre-, post- and off-production offices/spaces). The system should allow for anonymous reporting. Cast and crew are not to be charged or disciplined for reporting concerns about Covid-19 or other safety issues in good faith.
- 15 Limiting the spread of infection in a production.**
- 15.1** Regular testing of the cast and crew is to be done to mitigate the risk of the spread of Covid-19.
- 15.2** Testing protocols must be developed for each production.
- 15.3** Members of the production must stay away from work if they develop any of the symptoms under Section 5.
- 15.4** They are to contact their medical practitioner or attend a testing centre found at the Covid 19 hotline on 0800 029 999. The Covid 19 testing sites can be found [here](#)
- 15.5** Any member of the production who has been infected with the coronavirus is to inform the Covid 19 compliance officer or the producer, line producer or safety officer immediately to assess and implement measures to stop the further spread of the coronavirus at the workplace as well as at the homes of everyone connected with the employee and to enable contact tracing.
- 15.6** All members of the production should be screened and monitored daily on arrival at the workplace.
- 15.7** Temperature checks must be done with a non-contact thermometer and recorded.
- 15.8** Anyone with a fever and temperature above 38 degrees must not be allowed access to the workplace and should be directed to seek help from their health care provider.
- 15.9** Anyone showing symptoms on production needs to be isolated by the COVID-19 Compliance Officer in a well-ventilated room.
- 15.10** The COVID-19 Compliance Officer must provide them with a facemask and hand sanitiser. The COVID-19 Compliance Officer must immediately seek medical assistance.
- 15.11** The KZNFC should be immediately notified of any confirmed positive cases on a production in order to keep an updated database and monitor any possible outbreaks within the local film industry. They are to contact Sihle Dlamini on SphesihleD@kwazulunatafilm.co.za.



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15.12 Employers should advise cast and crew that they will be subject to testing for COVID 19 as a condition of employment and of continued employment.

16 Leave Policies

16.1 Paid leave policies are to be flexible and non-punitive to allow sick and quarantined employees to stay away from co-workers and the general public. These paid leave policies will be implemented to encourage compliance with infection prevention guidelines.

17 Mental health and wellbeing

17.1 The COVID-19 pandemic poses significant challenges to people's mental health and wellbeing. Those having to work from home may experience social isolation while those having to come to a studio or location may be fearful of the risk of becoming infected. It is therefore essential that overall wellbeing and mental health are considered within the risk assessment for production and that those responsible understand the wellbeing needs and requirements of their teams. The support offered across productions should be identified and communicated clearly and regularly throughout the production.

18 Personal Protective Equipment (PPE)

18.1 Face masks are to be worn at all times when on set or at production or in offices. These are to be provided by employers to all cast and crew at no cost and are to meet applicable regulatory guidelines. Face masks reduce the transfer of saliva and respiratory droplets. Appropriate training in the wearing and cleaning and safe PPE use is required. All face masks are to be issued to the individual and are not to be shared with others; there should not be a common central pool of shared face shields or face masks as this will increase the chances of the spread of the disease.

18.2 It is not compulsory to wear gloves, wearing gloves could lead to a false sense of security and could increase risk, due to self-contamination while taking the gloves on and off. Effective and frequent hand hygiene with soap and water or alcohol-based hand sanitiser is the first line of defence against COVID 19, along with the avoidance of touching the eyes, nose or mouth. gloves may be worn as infection prevention PPE when touching potentially contaminated commonly shared equipment which is unavoidable and equipment cannot easily be disinfected (e.g., lighting/ electric cables, worn costumes, etc.) Adequate training in glove use, including safe use, will be required, a guide can be



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found [here](#). PPE may be disposed of as normal waste. Dust bins should be available in all areas, and must be emptied regularly.

19 Hand Hygiene.

19.1 Hand hygiene is considered to be central to infection prevention and will need to be practiced widely in the production environments. Given the concern about transmission of COVID-19 via contact, enhanced hand hygiene measures are critical. Hand washing with soap and water is considered more effective than hand sanitiser in preventing the spread of COVID-19.

19.2 The following is recommended regarding hand hygiene:

19.3 Cast and crew should avoid touching their eyes, nose and mouth.

19.4 Handwashing facilities with running water, soap and paper towels, adequate for the number of cast and crew, should be available and accessible from the first day of work.

19.5 Handwashing facilities are to be kept clean and well-stocked.

19.6 When production is taking place where handwashing facilities are not readily available, mobile handwashing stations are to be provided.

19.7 Stations with hand sanitisers with at least 70% alcohol are to be strategically placed around work areas and readily accessible.

19.8 Sufficient supplies of hand sanitizer are to be stocked and maintained.

19.9 Cast and crew are to be provided with pocket-sized hand sanitisers that can be used if hand washing or sanitising stations are not available, such as in vehicles or remote locations.

19.10 Cast and crew should be trained on hand hygiene practices (washing for a minimum of 20 seconds of duration, scrubbing all surfaces).

19.11 Production should encourage and promote opportunities for cast and crew to practice hand hygiene and perform disinfectant wipe downs of frequently touched areas.

19.12 Hands should be washed or sanitised:

19.12.1 When reporting for work;

19.12.2 After blowing one's nose, coughing, or sneezing;

19.12.3 After using the restroom;

19.12.4 Before and after eating or drinking;

19.12.5 After contact with animals or pets;

19.12.6 After handling shared equipment or objects;



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19.12.7 After cleaning or disinfecting equipment, tools or workspaces; and

19.12.8 At other appropriate times throughout the workday.

19.12.9 Signage should be posted prominently with instructions on how to stop the spread of COVID-19, including hand hygiene and PPE instructions.

20 Disinfection and Maintenance

20.1 Frequent cleaning and disinfection should be practiced. Disinfectant and cleaning suppliers must be available in all work areas; Frequently touched surfaces should be wiped down regularly with disinfectant. Examples of frequently touched surfaces are tables, doorknobs, countertops, phones, taps, etc.

20.2 A COVID-19 Compliance Officer will work with departments to review and implement specific plans for disinfection of department and specific equipment. Departments will review ways to ensure disinfection of equipment and social distancing (e.g., cleaning of camera dollies, use of remote focus devices, lights).

20.3 The use of shared office equipment is to be minimised, such as photocopiers and general office equipment. When use of such equipment is unavoidable, hand hygiene should be performed after use. Manufacturer's cleaning instructions should be followed for cleaning electronics. Shared work areas should be cleaned daily with an emphasis on frequently touched surfaces, including but not limited to production sets, studios, dressing rooms, hair and make-up stations, on- and off-production offices, break areas, and eating/meal areas. Dedicated cleaning crews should clean common spaces at allocated times throughout the day.

21 Props, Costumes, Accessories, Wigs, and Other Items.

21.1 Special care should be taken to clean certain items that are not easy to clean. These items have unique cleaning requirements, those responsible for cleaning such items will do so in the usual manner. Hand props (other than those with unique cleaning requirements) shall be cleaned and disinfected before and after use. Hands must be cleaned before and after handling props, accessories and other items.

22 Personal Equipment.

22.1 Personal equipment (such as tools, headsets, microphones and radios) should be cleaned and disinfected before being issued and then cleaned regularly when in use. Personal equipment is to be given to a single cast or crew member and used only by that cast or crew member for the duration of production. Personal items or equipment that is shared



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between members of the cast and/or crew must be wiped down with disinfectant between use and hand hygiene shall be performed after handling.

23 Transport

23.1 Areas that are touched often in vehicles (e.g., steering wheels, seatbelts, door handles, arm rests) should be cleaned frequently and whenever there is a change of driver or passenger.

24 Paper.

24.1 The use of paper should be limited. Alternatives such as emailed scripts should be explored. Alternatives to petty cash are to be explored the need to handle paper money. When paper scripts are unavoidable, they should be assigned to a one individual, clearly labelled with their name, and not shared with others. Crew lists, call sheets, production reports and other similar documents should be electronic whenever possible. When use of shared paperwork is required, hand hygiene before and after handling is essential.

25 Food and Beverages.

25.1 There is no evidence that COVID-19 is spread through food or beverages; however, catering, and eating on set presents unique risks. Those responsible for preparing and distributing food must clean their hands with soap and water prior to preparing and serving food and regularly thereafter. All public health regulations regarding preparing and distributing food must be strictly followed, including regulations regarding the use of appropriate food service PPE (hair nets, gloves, and face masks), safe food temperatures, etc., all personnel responsible for the preparing and/or distribution of food must be properly certified to do so.

25.2 As face masks cannot be worn while eating, adequate eating space must be provided to ensure that social distancing is maintained during meal time. Handwashing facilities and/or hand sanitiser must be readily available at the entrance of any designated eating area and must be used when entering and leaving the area. Meal times should be staggered in a manner designed to avoid the gathering of large groups in the same location at the same time. All eating surfaces are to be cleaned and disinfected before and after use. There is to be no “buffet style” food service, including salad bars, trays of food, or any food service that requires the sharing of utensils such as serving spoons or tongs.



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- 25.3** Meals and snacks are to be served in individually packaged or wrapped portions. Cutlery should be disposable and individually wrapped. Cast and crew should not set to buy food during the course of the workday. Off-production offices, meeting rooms and other workspaces should have infection control protocols for use, especially when used for providing impromptu meals, snacks and coffee. Likewise, break rooms, microwaves, dishes and food deliveries will require regular cleaning and social distancing.
- 25.4** Cast and crew who bring their own food are encouraged to bring food that does not require refrigeration or heating in a microwave. Plastic barriers between servers and cast and crew should be considered for use where possible. Avoid using or sharing items such as salt and pepper shakers. These items should be disposable and single serve.
- 26. Beverages**
- 26.1** Drinks should be individually packaged or, if drinks are to be dispensed from a water station, coffee machine or similar equipment, cups should not come into contact with dispensers.
- 27. Staff bathroom facilities**
- 27.1** There should be clear signage directing staff to wash their hands; Ensure that there is water and soap available for hand washing. Contactless tap systems or taps that can be operated with elbows are preferred; Paper towels that can be disposed of into sealed bins are to be used in bathrooms and not shared towels; Ensure that bins are large enough to hold multiple paper towels and empty the bins frequently.
- 28. Handling of Waste**
- 28.1** Waste from waste containers should be disposed of into plastic bags and sealed before discarding into the general waste for refuse collection; Staff handling waste must wear utility gloves and face masks when emptying the waste containers; Waste handlers and cleaning staff should wear closed shoes; Medical waste must be dealt with in terms of applicable medical waste protocols.
- 29. Receiving Goods from Suppliers**
- 29.1** Drivers should remain in their vehicle as far as possible; social distance should be maintained when receiving goods; Drivers/drivers assistants must use a 70% alcohol-



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based hand sanitiser before handing over any goods/equipment; Ensure regular hand washing/use of a 70% alcohol-based hand sanitiser amongst delivery and receiving staff.

30. Social Distancing

30.1 Face-to-face contact is to be avoided at all times. Cast and crew must practice social distancing whenever possible. Social distancing involves maintaining a distance of at least 1.5 metres from any other person at all times, except when doing so is incompatible with set tasks. Cast and crew should avoid congregating in groups. When practical, separate work areas to facilitate social distancing. Visible physical indicators (e.g., cones, tape or signage) marking 1.5 metres of distance should be placed in areas where people congregate, such as, canteens, make-up and costume rooms.

31. Meetings

31.1 Use phones, videoconferencing or similar technologies for meetings whenever possible. Avoid people gathering around a computer to watch together. Consider virtual production meetings whenever feasible.

32. Writers' Rooms

32.1 Whenever possible, move to virtual writers' rooms. When virtual writers' rooms are not possible, maintain 1.5 metres of distance, use face masks, and perform hand hygiene before and after the meeting. Minimize the use of paper.

33. Editorial 'on camera' requirements

33.1 A key risk to consider is how the creative and editorial requirements of the production are met within the parameters of the current restrictions; Key considerations should be; Changes to script and scenes to take into account social distancing. Changes to the set to take into account social distancing. Use of 'green screens' to support minimising numbers on production. Scripts should be provided as early as possible to allow planning; Directors and other relevant roles may need to be brought in earlier in the planning and prepare for production to establish what is required to deliver the production within the restrictions of managing the COVID-19 risk; Where provisions introduced to manage the risks of COVID-19 result in additional requirements being placed on cast outside of their engagement period, these should be discussed fully beforehand.

34. Viewings



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34.1 Use technology options such as additional monitors and remote viewing with the prior approval of or in consultation with the Director, when required and as applicable, to allow the viewing of video from a separate location to facilitate physical distancing.

35. Working Remotely

35.1 On a temporary basis and without diminishing work opportunities, consider remote work for cast and crew. This should only apply to those who can perform their job duties effectively while working remotely.

36. Shared Workspaces

36.1 Reduce crowding of all shared workspaces (e.g., production offices) with a goal of keeping people 1.5 metres apart. In control rooms, editing rooms and other small spaces, if physical distancing cannot be maintained, all individuals must wear face coverings and should practice hand hygiene.

37. Training

37.1 Training in the employer's COVID-19 plan to reduce infection risk should be compulsory for all staff on or before the first day of employment. All employees should be educated about the signs and symptoms of COVID-19 as part of their training. People with COVID-19 have reported a wide range of symptoms, ranging from mild to severe.

37.2 All employees should receive dedicated training on the following topics:

- PPE, with a focus on safe wearing of the equipment;
- Hand washing, including proper techniques;
- Environmental cleaning and disinfection, including frequently touched areas for wipedown;
- Policies and procedures related to COVID-19 on set or in offices;
- Psychological impact of the crisis;
- Protecting yourself at home;
- Preventing cross-contamination;

Post signage in all production workspaces where production activities occur, reinforcing training principles.

38. Production Concerns.



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- 38.1** Special Considerations for Cast and Crew Working in Close Proximity to Performers
- 38.1.1** The work of some cast and crew members (e.g., hair stylists, make-up artists, costume designers, costumers, wardrobe department personnel, sound technicians, property persons, studio teachers and special effects technicians, etc.) may not be possible while maintaining physical distancing from others. The performers with whom they work may not be able to wear face coverings at all times, for example when make-up is being applied.
- 38.1.2** Testing, contact tracing and task-specific controls such as the following shall be in place: Alter workspaces to permit physical distancing. Control the entrants to the workspaces. Allow sufficient work time to follow safety protocols. Cast and crew in close proximity must wear a face mask and/or face shield at all times and perform hand hygiene before and after the encounter. Additional protocols must be established before work of this nature could resume.
- 38.2** **Special Considerations for cast**
- 38.2.1** The work of cast members frequently puts them in close contact with other cast and crew including, for example, hair stylists, make-up artists, stunt coordinators, costumers and wardrobe personnel. Face masks may not be practical during many of these activities. Certain activities such as fight scenes or intimate scenes increase the risk of transmission. Whenever possible, cast members are to practice social distancing. When maintaining social distancing is not possible (e.g., between a cast member and make-up artist) and the cast member cannot wear appropriate PPE, contact must be kept to the shortest amount of time possible, and the other cast or crew member must wear appropriate PPE and observe hand hygiene practices.
- 38.2.2** The number of people working closely with a cast member must be kept to a minimum where possible. If a cast member requires work by more than one make-up artist/hairstylist, they should observe appropriate PPE requirements, and both performer and make-up artist/hairstylist should observe hand hygiene practices immediately after completing the task. Consider measures to minimise scenes with close contact between performers, such as amending scripts or use of digital effects.
- 38.2.3** Extras should wear face masks when not on camera, and should only be call when needed. When possible, adjust shooting schedules to minimise the amount of back-and-forth travel needed by performers. Visitors should be limited unless their presence is absolutely



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necessary. If visitors must come, they will be subject to the same guidance as cast and crew, including, but not limited to, symptom screening and/or temperature screening, and PPE requirements. When performers are in a holding area, waiting to be used in a production, employers and performers must adhere to the recommendations outlined herein, including recommendations regarding physical distancing and the use of PPE.

38.3 Personal Protective Equipment for Performers

38.3.1 When it is possible to do so consistent with their job duties, performers must wear appropriate PPE. When wearing PPE is not possible, such as when a scene is being filmed or after make-up has been applied, the number of people with whom the performer is in close contact is to be minimized. As soon as possible after filming a scene, the performers are to put on their PPE and/or physically distance themselves.

39. Casting and Auditions

Casting should be conducted virtually where possible, online video conference, or other applicable technology should be used whenever possible. If that is not feasible, or for any additional calls or live sessions necessary, there must be a sufficient space large enough to accommodate 1.5 metre social distancing in all directions. If performers will not be wearing PPE during an audition, a plastic partition or similar barrier between the performers and those observing the audition should be provided by the employer and used and cleaned between performances along with any furniture, props etc. If no barrier is present, increase the physical space between those observing to those auditioning beyond the 1.5 metre physical distancing standard.

40. Production Accounting.

Where possible, consider remote working for production office and accounts personnel; If remote working is not practical, ensure social distancing requirements are observed, e.g. spacing of desks or segregating workstations with screens; Adopt paperless systems where possible, for example, digital signatures, payslips, contracts and timesheets as well as online banking and contactless payments; Where paperless systems are not possible,



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set up a safe system for managing non-digital paperwork and mail; Discourage in person visits to Production Office.

41. Transport

Private or production provided transportation to and from sets, offices and locations should be prioritised over mass transit/public transportation whenever possible. All drivers and passengers should wear face masks and maintain social distancing as much as possible. Frequently touched surfaces in vehicles are to be cleaned and disinfected frequently throughout the day. If neither private nor production-provided transportation is available or reasonably practical under the circumstances, public transportation may be used. At all times while in transit, cast and crew should wear face masks. Whenever it is reasonably possible to do so, cast and crew are to maintain a distance of at least 1 metre from the driver and other passengers, if any. Upon disembarking, cast and crew should promptly practice hand hygiene. If public transportation is used, travel should be arranged to avoid peak travel times, if practical.

42. Special Considerations for Filming on Location

Filming on location can pose certain risks compared with shooting on a studio/stage set. Given the changing health concerns of COVID-19, particular attention to the current public health guidelines and outbreak hotspots is important. In KZN, the hotspots have been identified as Ethekewini and Ilembe. Those responsible for selecting a location should take the following considerations into account. Provide adequate space, such as additional workspaces and eating space, during location filming to allow for social distancing. Frequently touched areas should be cleaned and wiped at least once daily. Minimise the use of crowd scenes or street scenes when a controlled flow of people is not possible.

43. Scouting

Traditional, in-person location scouting is considered essential to the success of a production. However, given the need for social distancing and minimising entry into private spaces, alternative options are to be considered. Location teams should pursue



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alternatives to traditional, in-person location scouting, such as creating virtual options including the use of photographs and digital scouting. Tech and director scouting should occur in small groups as far as possible. All departments that provide assessments of scouting locations (environmental hazard assessment, engineering, etc.) as well as the location teams shall be trained in appropriate PPE use and provided sufficient PPE. Locations shall be prioritized during scouting that allow complete control of the site, including controlling access, ability to shut down the site for cleaning and high standards of hygiene

44. Preventing Infection.

Limit the duration of workdays and excessive consecutive workdays whenever possible. Physical contact should be avoided, including shaking hand and hugging. Visitors to set should be limited unless absolutely necessary. If visitors are given access to set, they must be subject to the same procedures as cast and crew, including screening and the use of PPE. Indoor spaces, ventilation systems and other measures should be used to increase circulation of outdoor air as much as possible (e.g., by opening windows and doors, using fans and other methods). Stagger cast and crew call and wrap times to limit the number of individuals arriving to and departing from work simultaneously. In the course of performing their duties, various cast and crew members may visit shopping malls during the workday. Applicable public health guidance should be followed, including use of face coverings. They should carry hand sanitizer and practice hand hygiene before entering the malls and after exiting.

Amendment of directions issued in terms of the regulation 4 (10) of the regulations made under Section 27 (2) of the Disaster Management Act 2002 (Act No. 57 of 2002): Live Streaming of the Creative Sector Services in support of Covid 19. On the 11th June 2020, the Department of Sports, Arts and Culture issued special regulations for the film and television industry. A copy of the regulations can be found [here](#). Please study these regulations closely and adapt the requirements of the regulations to your productions.

Enquires are to be directed to Sihle Dlamini on :SphesihleD@kwazulunatafilm.co.za>