

# **Health and Safety Recommendations for Audio-visual, Film and Advertising Production Activities in France**

This document is a partial translation of the GUIDE OF HEALTH AND SAFETY RECOMMENDATIONS FOR AUDIO-VISUAL, FILM AND ADVERTISING PRODUCTION ACTIVITIES prepared by the CCHSCT of audiovisual production and cinema / advertising productions.

The translation was carried out by the CST for FILM FRANCE.

The original document is downloadable in French:

<http://www.cchscinema.org/covid-19-guide-des-preconisations-de-securite-sanitaire-pour-les-activites-de-la-production-audiovisuelle-cinematographique-et-publicitaire/>

<https://www.filmfrance.net>

<https://en.cst.fr/>

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## Introduction

With regard to coronavirus, it is up to companies to anticipate the measures that will allow them to guarantee the health and safety of their employees.

The stakes are high since an end to this crisis is dependent on the conscientious application of measures taken to ensure the safety of workers. Failing this, another (new) epidemic would have terrible consequences on our lives and would dangerously delay the recovery of our professions. It is therefore out of the question to re-start our activities while limiting precautions to just supplying masks and hydro-alcoholic gel. The CCHSCT (Central Committee for Health, Safety and Working Conditions in Film Production) proposes, in this document, some basic responses in the more global context of risk prevention in companies and general safety obligations (section L4121-1 of the Labour Code).

In this respect, we would remind you that this joint basic response complements the rules made by the authorities, whether referring to health preservation measures (barrier actions, social distancing etc.), administrative measures (in particular, orders issued by local authorities within the framework of filming authorisations) and the national operating procedure for releasing companies' lockdown, published by the Labour Ministry. We invite all parties involved to keep up to date with the evolution of the situation and the instructions issued by the authorities.

Every firm must ensure that it is able to implement suitable preventive measures and that they are applied, before envisaging resuming its activity. Otherwise, it will have to postpone resuming its activity until the health situation permits.

The joint basis that we propose should be considered as a set of recommendations applicable in the current situation, corresponding to the level of knowledge available. The CCHSCT may be required to adjust this text depending on the evolution of the health situation.

**Consequently, this common basis may evolve depending on feedback from professionals and regulations.** With this in mind, the implementation of the first revision clause will take place by September 1<sup>st</sup> 2020 at the latest.

Because of the specificities of audio-visual and film production, where every film or programme project in itself constitutes a resumption of activity with

new crews and in changing venues, this common basis is made up of two parts:

**I. Before envisaging resuming activity**

**II. Resuming activity**

Faced with COVID-19, risk assessment must take into account public health orders issued by the government, including physical distancing and specific conditions for this field of activity.

The evaluation must take into account:

- staff present
- interactions
- the workplace and environment
- the type of activity and the time required to complete it within the framework of the new organisation of the workplace.

In particular, the resulting measures will provide for the supervision required for their implementation.

## **I. BEFORE ENVISAGING RESUMING ACTIVITY**

Section L4122-1 of the Labour Code also states; *“In accordance with instructions from their employer and depending on his/her training and possibilities, it is up to each worker to take care of his/her health and safety and those of other people affected by his/her actions or omissions at work.”*

It is also down to employees to comply with rules and measures taken within the firm and ignoring this obligation opens them up to disciplinary sanctions.

It is important, for this risk assessment, to distinguish between people’s professional activities. For example, measures suited to the activity of a production secretary are different from those intended for make-up artists.

### **1 – Work situations**

Work situations condition the possibility of resuming activity during the pandemic.

An accurate analysis within the framework of a risk assessment will allow an employer to move forward with full knowledge of the facts.

In other words, it is necessary to pay particular attention to certain activities that are not easily compatible with personal protection (including social distancing).

In particular, this applies to:

- intimate scenes (including kissing and hugging)
- scenes with older or vulnerable people
- crowd, group or action scenes such as fights
- any close-up shots.

### **2 – Place of work and equipment**

Before envisaging resuming activity, several arrangements must be made by the people involved: studios, owners of venues (décors, preparation offices, editing or mixing suites etc.), renters of equipment, vehicles, costumes, miscellaneous service-providers (cleaning companies, stunt artists, weaponry providers, catering etc.).

The necessary protective equipment must be provided, in sufficient quantity, by the firm that will define the means of maintaining and replacing it.

## **2.1 – What arrangements should be made?**

### **Premises**

Ensure that premises, including studios, décors and workshops are compatible with the application of health regulations and the specific measures listed in this document. Particular attention should be paid to the adequacy of the available areas, organising movements of people, toilet facilities and measures taken to avoid contamination in relation to the project (activity).

### **Disinfection of premises and equipment**

Methods for taking delivery of equipment and goods should be anticipated. Ensure that renters of equipment and premises have had them cleaned and that when they are made available, there will be no risk of contamination. Renters must set out in writing the measures they have taken to ensure this. Failing this, the firm must have premises and equipment disinfected, in compliance with specific COVID 19 cleaning rules. It must ensure the traceability of its actions, whether they are carried out by a service-provider or itself and will lay down the appropriate procedures and measures. Cleaning and disinfection must be done at least twice a day to regularly touched surfaces.

### **Ventilation and air conditioning equipment**

Carry out a safe return to service of the ventilation units and air conditioner installations. Organize necessary maintenance operations in advance of this return to service.

### **Products and equipment intended for disinfection**

Equipment and products intended for regular hand-washing and disinfecting surfaces should be supplied (soap, disposable towels, hydro-

alcoholic gel, disinfectant wipes, garbage bags) and the system for re-supplying and waste disposal should be defined.

### **Methods for using and disinfecting equipment**

The methods for using and disinfecting equipment during the activity should be defined (toilet facilities, work equipment, door handles, vehicles...), avoiding sharing tools insofar as this is possible.

### **Personal Protective Equipment (PPE)**

Suitable personal protective equipment should be provided (masks, protective visors etc.), in sufficient quantity and maintenance methods must be organised:

- Linens should be washed daily at 60 degrees for at least 30 minutes,
- Tools should be cleaned with a viricide
- Re-usable masks must be washed
- Personal protective equipment must not be shared and must be stored in a suitable place
- Gloves – if they are not single-use – may be washed (e.g. housekeeping gloves)
- Hands must be washed before and after wearing gloves.

### **Informing employees**

Information for employees should be prepared, with regard to measures that must be observed and the fact that they are compulsory. Health instructions must be displayed.

## **2.2 – Procedure for using masks and gloves**

With regard to masks, the national lockdown release procedure stipulates that – other than for health workers – employers may provide masks.

In view of the difficulty of managing and maintaining them, it is preferable to use disposable masks. It is essential to have sufficient stocks to satisfy renewal requirements.

### **Single-use gloves**

**1** – The distribution of gloves for protection against COVID 19 is not justified. They are liable to give a false feeling of security with regard to the biological risk and people may be contaminated even though they are wearing gloves (by touching their face when they taken them off). Just to remind you, the virus does not enter the body through the skin. There is only indirect contamination via soiled hands. Hands should be washed regularly.

**2** – Nevertheless, gloves should still be worn by people who usually wear them (for food preparation, cleaning, first aid etc.).

**3** – Gloves should be used by trained staff, bearing in mind that they should only be worn for a short time and for a specific task.

**4** – Gloves must be taken off without touching their exterior and should be thrown away immediately, if they are single-use gloves.

**5** – Hands must be washed after taking gloves off.



## II. RESUMING ACTIVITIES

It is recommended that employers implement the measures laid down by the authorities, including during creative phases with artistes and performers, extras, stunt artists, models and anyone else involved.

### 1 – Measures applicable to all phases of production

As a general rule and whatever their activity, firms must adapt their organisation to the situation according to their risk evaluation and to allow protective measures to be observed.

#### 1.1 – Adopting general measures

##### Information

Employees and all participants – including the public – must be informed concerning the risk, measures taken and the health regulations that must be observed.

The rules must be displayed.

The obligatory nature of these measures must be made clear and the firm's internal regulations must be modified, if required. Particular attention must be paid to vulnerable people.

##### **Preventive measures must be taken in the event of any sign of contamination.**

Employees should be encouraged to monitor their own state of health.

In the event of any symptoms (fever, coughing, difficulty breathing...) the national lockdown release procedure for companies should be followed, with regard to caring for someone showing symptoms and anyone with whom they have been in close contact. First of all, isolate the employee.

- If there are no serious symptoms, send the employee to the works doctor or their G.P. to obtain a medical opinion
- If the symptoms are serious, call the first responders (dial 15). Depending on the diagnosis, the person may be placed on sick leave or may resume their work. If COVID is diagnosed, people who have been in contact with them must be identified and cared for. Works doctors ("CMB") can do this.

## **SCREENING**

### **Taking a person's temperature**

Everyone is advised to take their own temperature if they feel feverish and more generally, they should monitor the appearance of any symptoms suggestive of COVID-19.

Within the framework of a set of precautionary measures, companies may arrange to take everyone's temperature as they arrive on site.

Checks must be designed solely to take people's temperature on a voluntary basis at the entrance to premises, using a thermometer (e.g. a contact-free infra-red one) and no records or other operation using the results must be kept (recording temperatures, passing on information etc.).

### **The following are not allowed:**

- taking employees' or visitors' temperatures if they are to be recorded automatically or on paper
- automated temperature recording using tools such as thermal cameras.

As the public authorities' health instructions currently stand, taking temperatures is not compulsory and employees may refuse. If they do refuse and their employer does not allow them on the premises, the employer may be bound to pay them the salary corresponding to the day's work lost.

### **Tests**

It is impossible for an employer to force an employee to submit to a test. Screening campaigns organised by companies for their employees are not permitted.

However, employees may – on a voluntary basis – submit to screening tests with a medical prescription.

Employees are free to communicate their state of health but they must observe the obligation to implement all methods available to preserve their own and others' health and safety. In this context, employees must inform their employer if they suspect they have been in contact with the virus.

### **Favour the use of dedicated spaces**

Favour the use of spaces dedicated to a single project (studios, offices, workshops, etc.).

In the case of:

- shared premises (construction workshops, office buildings, studios etc.)
- co-activities (equipment trials on renter's premises, studio management, etc.)
- use of sets neighbouring those of third parties,
  - o preventive measures should be coordinated (regular cleaning, organising movements of people, wearing masks in common areas, etc.)
  - o activities and populations should be separated
  - o the organisation should be adapted to ensure that hygiene and physical distancing measures are observed.
  - o establish a prevention plan in the event of intervention by external third parties or intervention with third parties (prevention of risks of coactivity).

### **1.2 – Planning the supervision and coordination of preventive measures**

The assignment of a "COVID referent" for this task is part of the supervision. Implementing and coordinating preventive measures is the employer's responsibility and it is up to them to define and determine the means and resources accessible (for example, if he/she deems necessary, an employer may call upon a referent doctor from the CMB dedicated department or a CCHSCT delegate).

**Depending on the size of the project and the number of people involved, the function of COVID referent - under the authority of the production manager - may require the full time employment of a qualified person.** Employers may also decide – as well as or instead of – having a "COVID referent", they prefer to call upon a person qualified in the field of health risk prevention from outside their firm. Conversely, when the crew size is reduced, the performance of preventive tasks may fall upon one of its members, once again under the authority of the production manager.

They may be entrusted with supervising the enforcement of any measures, proposing any improvements that may be necessary, distributing information, especially concerning self-monitoring and ensuring proper stocks are kept of any supplies. They may also implement the procedure defined by the company to take care of a person showing symptoms.

The CCHSCT delegates for film and advertising production or the audio-visual production CCHSCT may be consulted to analyse a particular situation and consequently advise the implementation of protective measures. They can also intervene on their own initiative.

A qualified professional, nurse or doctor may be recruited, if required, to implement the procedure defined by the company for taking care of people with symptoms.

### **1.3 – Organising the implementation of hygiene measures**

**1 – Ensuring that the health equipment allows employees to observe the measures laid down by the authorities** (number of washbasins, size of toilet facilities, running water, liquid soap, single-use hand towels, regular cleaning of taps and surfaces, waste bins with lids that are manoeuvred using a pedal). Doubts regarding the airborne dissemination of the virus mean that blown air hand dryers must be turned off. They must be replaced by contactless disposable hand-towel distributors.

**2 – Formal hygiene rules must be issued.** In particular, this means imposing regular hand-washing as soon as people arrive at work, then after touching or using any shared equipment or surfaces (lifts, door handles, banisters, etc.). These rules must be displayed clearly and constantly.

**3 –** Insofar as this is possible with regard to fire regulations, **internal doors must be kept open**, including those giving access to washbasins, both to avoid repeated contact with door handles and to allow distancing between people. Wet wipes will be available if it is necessary to use a handle to leave any premises.

**4 – Premises, surfaces and objects must be cleaned regularly and daily, observing the rules for the elimination of COVID 19.** In particular, this means cleaning areas that are often touched: door handles, telephones, banisters, taps, lift buttons, interphones etc. This cleaning will be strictly traceable.

**5 – Disinfectant wipes must be supplied** to allow employees to clean their own equipment themselves as well.

**6 – Working hours and breaks must be adapted** to allow employees to include the time it takes to perform cleaning tasks.

#### **1.4 – Controlling movements**

**1 – Staggered working hours are preferred** to allow distancing measures to be observed thanks to employees' arrivals being staggered.

**2 – Access to the premises must be adapted to observe distancing measures** (automatic doors, "hands free" opening, displaying rules for using interphones, etc.). Employees/visitors must wash their hands as soon as they arrive on site.

**3 – Movement regulations within the company's premises must be defined,** to allow distancing to be observed (direction of circulation, rules for using lifts, signage and floor markings, etc.). One-way circulation is preferred.

**4 – The methods and restrictions on access for outside visitors must be defined** (transporters, couriers, clients, etc.). Making appointments must be systematic to validate their necessity, to control numbers and to inform visitors of applicable rules.

**5 – Floor markings and signage must be installed,** especially in waiting or reception areas (keeping at least 1 metre apart).

#### **1.5 – Adapting equipment and layouts: offices, desks and sets**

**1 – Office and desk layouts must be adapted, including sets and décors,** taking into account distancing rules. This includes reception areas. Depending on the location (reception, shared office space...) and/or an increased risk of spattering, protective screens should be installed. **It is recommended that the physical distance between two people should be at least one metre and this should be increased according to the physical intensity of the activity. The maximum level of occupation of premises (capacity) is to be calculated according to the appropriate – evolving –**

**recommendations** issued by the Ministry of Labour. In the event of accidental non-observance of distancing, extra measures, such as wearing masks, should be implemented.

### **MEASURES APPLICABLE DURING SHOOTING TO ACTORS, EXTRAS AND CERTAIN PARTICIPANTS IN MOBILE PROGRAMMES**

For the requirements of certain scenes (close-ups, intimate scenes including kissing and hugging, group or crowd scenes, those with vulnerable people, action scenes such as fighting, jostling, brawling, stunts, etc.) that run the risk of not observing the physical distancing recommended by the government and the HCSP advice, one or more measures must be taken, such as:

In order of priority:

- Adapting certain scenes that are in the screenplay or the narration (re-writing the screenplay, changing shots, using digital doubles, etc.)
- Artists, models or stunt artists should wear masks and in any event, all crew members near them should wear masks.
- On a voluntary basis, implementing tests and/or taking temperatures
- On a voluntary basis, implementing quarantine periods, the formalities for which (remuneration, isolation...) will be fixed in employees' labour contracts or in an addendum thereto if quarantine is envisaged after the conclusion of the contract
- Within the limits of the shooting plan, filming one or more scenes should be postponed until they can be filmed observing national health recommendations or when the health risk is lower.
- Or any other preventive measures designed to limit the COVID-19 risk, observing national health recommendations, depending on updated scientific data.

**2 – Assigning every worker their own, personal equipment as required by their job:** offices or desks or similar, work equipment (telephones, computers, walkie-talkies, tools, machines, work sets, monitors, etc.). These must be labelled for each user.

If this is not possible, every time a piece of equipment is used by someone else, it will be fully cleaned according to rules designed to eliminate the virus. To make this easier, plastic film/covers may be placed on certain items of equipment (e.g. keyboards, microphones, textiles). Similarly, equipment used to prepare actors and extras (make-up, clothing, props, HF microphones) will be personally assigned to them. It will be identified, stored and cleaned as appropriate.

**3 – Restricting the crew in attendance to the bare minimum** (including possible clients, payers, audiences, extras, etc.) and setting up alternative systems (remote production, green screen, etc.)

**4 – Regular, complete airing of the premises and at the very least, airing every morning before staff arrive, during lunch breaks and during cleaning.** The HCSP (High Council for Public Health) advises opening windows for 10 to 15 minutes. Depending on the specificities of premises, this measure should be adapted depending on the volume, the existence of windows that open, the mechanical ventilation system etc.

Ventilation or air-conditioning systems must be checked to ensure that processing air does not cause the dissemination of the virus throughout the premises. Ideally, extracted air should be evacuated outdoors and not recycled in the working area. Doubts concerning the airborne dissemination of the virus mean that great care should be taken when using air-blowing systems (fans, blow-heaters, etc.).

This advice may evolve depending on assessments by the health authorities.

**5 – Implementing the necessary means for separate storage of participants' personal belongings** (cloakrooms, covers, etc.). Such systems must be personally assigned to individuals and must be cleaned or replaced whenever a new user takes over.

**6 – Breaks – including meal breaks – must be organised to allow distancing and preventive measures to be observed.** This means adapting layouts, timetables, organising cleaning and the method of distributing meals.

Similarly, in the event of prolonged use of masks, regular breaks must be organised to take into account physical activity, heat, etc.

**7 – Ensuring that areas for the distribution of drinks and other foodstuffs permit the observance of distancing and protective measures.** Wet wipes and hydro-alcoholic gel should be supplied, floors should be marked and instructions for use should be placed next to distributor machines, as well as them being cleaned regularly. If this is not possible, their use should be suspended until a compatible health situation is established.

**8 – Supplying individual bottles of water** to avoid the free use of water fountains, which should be removed or taken out of service.

**9 – Insofar as is possible, any activities that require close proximity** (in particular dressing, make-up, hairstyling) **should be limited to the bare minimum.** For these activities, extra protective measures should be implemented (visors, disposable overalls, masks, depending on the situation). Other measures are possible and may be the subject of specific information sheets. For example, this could mean allowing actors, extras, stunt artists, certain participants in programmes and models to dress themselves, do their own make-up and hairstyling and to install their own HF microphones under the supervision of the HMC and sound crews.

**10 – Supplying and imposing the wearing of masks and organising the replacement and processing of masks and other protective equipment.** Wearing masks is advised when it is not possible to permanently ensure the minimum distance of one metre between individuals, for example during rehearsals.



## **1.6 – Organising travel that is unavoidable and transport for people and equipment.**

**1 – Public transport should be avoided and car-sharing preferred** (limited to one person per row of seats, sitting diagonally from the next row), or using taxis and mini-cabs (with the same conditions), walking or using cycles or motorcycles. However, when public transport is used, employees' working hours will be adjusted to facilitate their travel during off-peak hours.

When the organization of trips to work is the responsibility of the employer, they must put in place an organization that ensures smooth-running and secure travel.

Wearing masks in shared vehicles and hand-washing (hydro-alcoholic gel) when entering and leaving vehicles must be imposed. Similarly, regular cleaning of the inside and surfaces should be planned.

N.B. Risk assessment of travel using cycles or motorcycles is pending.

### **2 – Supplying and imposing the wearing of suitable PPE.**

**3 – Every vehicle should be supplied with bottles of hydro-alcoholic gel and disinfectant wipes** for regular cleaning of surfaces and hands.

**4 – Accommodation for employees who travel must take into account the observance of health measures and social distancing.** This point will be the subject of a strict assessment after discussions with the provider of any accommodation. In particular, the health aspect of the premises will be examined and interaction with other members of the public will be restricted. Accommodation must be in an individual room with private bathroom facilities (no shared bathrooms).

Meals must also be organised.

**5 – Travel to foreign countries must be limited and reconsidered for countries in a health crisis.**

An employee returning home from a high-risk area must be confined pending a diagnosis of his/her health.

**The evolution of the health situation can be followed on the Ministry of Europe and Foreign Affairs website.**

Employees who work abroad should observe both local health measures and protective measures (including distancing) laid down by the French authorities.

## **CATERING FOR CREWS**

**Catering premises and systems must be adapted to the health situation.**

These measures will apply to all staff, even after filming. This is even more important because most restaurants are closed.

Collective organization measures (proliferation of places of distribution and services, floor marking, no self-service access ...) must make it possible to preserve social distancing.

### **Catering, including canteens under canvas**

**Employees will be informed of rules to be observed**, both with regard to organisation and to hygiene measures (in particular, systematic hand-washing) that will also be the subject of clear signage at the entrance to catering premises.

**Wearing a mask is compulsory** for catering and service staff of as well as for other people, except for the strict consumption of meals and drinks.

**Premises must be aired before the arrival of staff** in charge of catering and before the service starts, if possible.

**Catering premises must be laid out to allow a minimum distance of 1 metre** between people and permit circulation under the same conditions. For this purpose, the seats dedicated to catering will be staggered.

**Timetables for meals will be planned** to accommodate staff depending on the capacity, taking into account the time required for clearing up and cleaning the premises.

**Complete cleaning/disinfection of surfaces** will be carried out, complying with the HDSP instructions, prior to staff arriving and between each service.

**Meals should be served as meal trays**, prepared according to predefined methods to limit the exposure of staff, including catering staff.

**The preparation of meals, including** washable or disposable crockery, must follow a procedure designed to guarantee people's safety. Similarly, waste

disposal, cleaning premises and dishwashing must follow a procedure affording protection to the staff who provide this service.

**The consumption of meals brought onto site by employees is possible** but requires the same health measures, distancing and cleaning premises.

**For drinks, individual, disposable recipients are preferred.**

Self-service buffets, miscellaneous serving machines (drinks, sauces, water, etc.) and self-service access to equipment such as microwave ovens is forbidden.

**Facilities for hand-washing**, disinfectant wipes, waste bins for disposing of masks in particular, must be placed directly next to these facilities.

**Doors and access routes must stay open.** If this is not possible, people must use hydro-alcoholic gel after entering the catering area and before eating their meal.

### **Production Rooms**

These are a potential place for meeting, interacting and disseminating the virus. As at today, production rooms cannot be maintained without restrictions. Without them, they will have to be removed. Among the possible restrictions are the following measures:

- **Clear and detailed communication of the systems for accessing and using** production rooms that permit social distancing and the observance of health measures.
- **Defining and marking the perimeter round the table** where people can assemble while maintaining a distance of at least one metre from others.
- **One person should be assigned to distributing food and drink.** This person must wear a disposable mask and possibly a visor. This will be their own personal protective equipment. The person must be replaced in the course of the day. These members of staff must be informed regarding the applicable hygiene rules, in particular hand-washing prior to any distribution and any recommendations regarding purchases in shops.

- **Food should only be distributed in individual sachets.**
- **Disposable cups should be thrown away after a single use, into a pedal bin.** Staff in charge of waste disposal must be trained and equipped appropriately. This activity must be kept separate from any distribution.
- **Surfaces and equipment must be cleaned regularly.**

## **2 - Measures specific to the preparatory phase**

During the preparatory phase and in particular during production meetings, procedures should be put in place and organised so that they can be applied during the various phases, including filming.

A specific preparatory meeting should be arranged with the heads of departments who have already been recruited in order to draft a COVID-19 plan of action. Insofar as is possible, this meeting should take place in the presence of the CCHSCT branch member or a CMB representative.

The minutes of this meeting will be placed at the disposal of employees by the COVID referent, integrated into the Accident Prevention register and sent to the CCHSCT to which the production belongs (for companies subject to the obligations laid down in the order dated October 15<sup>th</sup> 2016).

In the case of programmes on sets that require the intervention of several service-providers on the same premises, a specific technical meeting must be arranged to organise the co-activity of the various staff involved. At the end of this meeting, the COVID-19 arrangements will be integrated into the risk prevention plan.

### **2.1 - Technical read – through / PPM**

Within the particular framework of this pandemic, it is recommended that every scene should be examined in light of the new constraints imposed by the observance of health measures and possible obligations laid down by public authorities (prefecture, local councils etc.) and then adapted if necessary (re-written, use of digital doubles, etc.).

### **2.2 – Location scouting**

**It is preferable to use a studio** to limit any interaction or travelling and to satisfy safety requirements.

A detailed evaluation of every set should be carried out to ensure it complies with the COVID-19 rules.

**Owners or landlords should be informed of all the arrangements** that the production makes to combat COVID-19. In particular, this means measures taken to hand back the property and to accommodate the regular occupants.

**As much information as possible should be collected**, in particular visual information, to allow the artistic team **to reduce the number of sets** they need to visit.

**The teams that are required to visit sets** should be reduced to a minimum (validation and technical assessment).

**The arrangements listed for previous stages should be checked and adjusted:** directing options, screenplay, continuity, adapting staff to sets, distancing from outsiders.

## **2.3 – Casting**

For every actor, extra, stunt artist or model, a remote audition should be organised or they should be asked to record and send their own video.

Later work sessions should be arranged to take into account the distancing and measures set out in this guide. As a reminder, taking into account the activity and the adaptations made to the directing and the screenplay should anticipate these measures.

## **3 – Measures specific to set, costume and props departments**

The activity of set, costume and props departments must be approached in a specific way.

The instructions laid out previously are still applicable.

Specific measures concerning – in particular – the management, implementation of equipment, tools, costumes, furnishings and props must follow the same rules and may be the subject of instructions specific to these departments.

Costume or make-up trials for actors must follow the same procedures as for shooting, including transport arrangements.

## **4 – Measures specific to filming**

The intensity of this particular phase implies that the measures applicable to all phases of production remain applicable.

Consequently, it is recommended that:

- **the number of staff present should be reduced/adapted** to the sets' and décors' capacities within the context of COVID-19.
- **Physical distancing measures should be implemented on sets and décors** between the technical crew, the artistic staff, the production crew and any participants who are filmed. This can be achieved by laying out the décor differently, remote production, floor markings, a flow plan for the set, signage, etc.
- **Physical distancing** should be organised between actors or extras, stunt artists, models, presenters, guests, contestants and miscellaneous participants during rehearsals and in waiting or preparation areas (dressing rooms etc.) Depending on circumstances, distancing devices may be installed (protective screens)
- In the case of outdoor filming, **distancing must be maintained between the population and the crew**
- **Equipment and surfaces** (including the floor) exposed to spittle and physical contact with actors, extras or crew members (microphones, props, miscellaneous items) should be **protected and cleaned regularly**.
- **Remote communication equipment (walkie-talkies) are preferred.**

## **5 – Measures specific to postproduction**

**Postproduction brings together 2 entities in one place: the technical service-provider and the production company and they each have their own staff (permanent or temporary).**

Therefore, this stage requires that coordination of preventive measures and the prevention plan, if one exists.

A meeting between the production, postproduction and outside staff must therefore be organised prior to this phase of the project.

The necessity of the following must be made clear to all:

- Encouraging remote editing work using alternative means and developing communication by e-mail between members of the editing team and the editorial and artistic crew.
- Assigning personal workstations and carrying out regular cleaning.
- Limiting the number of people present during sound takes to facilitate distancing measures.
- With regard to actors, the instructions set out in the “COVID-19, dubbing artists’ guide to resuming activity: good health practices” will apply.

## APPENDIX

### **Entitlement to alerts and withdrawal**

#### **Section L4131-1 and following of the Labour Code**

Employees must immediately alert their employer of any work situation that they have reason to believe is liable to present a serious and imminent threat to their life or health, as well as any faults they note in the protective systems.

They are entitled to withdraw in such a situation.

These legal clauses must be understood as being an employee's duty to inform their employer of any serious and imminent threat to their life or health.

**A dangerous situation that justifies the entitlement to withdraw may be individual or collective.**

If it is a collective threat, each employee exercises their entitlement individually, which means that each of them has reasonable grounds to think there is a serious and imminent threat to their life or health. Exercising this entitlement requires individually notifying the employer.

#### **The importance of this in the context of the pandemic**

In the context of the COVID-19 pandemic, the entitlement to alert and withdraw remains useful to alert companies and encourage the implementation of protective measures where they are lacking.

The absence of a serious evaluation and especially of suitable measures gives employees "reasonable grounds to think that certain situations present a serious and imminent threat to their health".

It is the existence of these "reasonable grounds" that allows employees to alert their employer and authorises them to withdraw from their work place. The definition of "reasonable" within the framework of exercising this right is subject to the sovereign appreciation of the judge, who will take into account any possible error of appreciation by an employee in good faith (situation in which the employee has had "reasonable grounds for thinking..."). However, the unjustified exercise of this entitlement may – under the judge's authority – constitute misconduct subject to disciplinary sanctions.



During the time employee(s) exercise the right to withdraw, they remain at the disposal of their employer.

Exercising the right to withdraw must not put others at risk.

The employer cannot ask an employee who has exercised this right to resume their activity in a work situation where a serious and imminent threat persists.

They must therefore determine whether the serious and imminent threat is proven and take suitable measures, in collaboration with staff representatives if there are any within the company.

# Cleaning

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## **Prior to re-opening**

- If premises have not been occupied for at least the last five days, the presence of infectious COVID-19 on dry surfaces is negligible. In this case, airing the premises is recommended, as well as leaving water to run to evacuate any stagnant water and cleaning the place without any extra specific disinfection measures.
- If the premises have been occupied within the last five days, it will be necessary to clean them using a product that kills this virus.

## **Waste management**

Wear an overall, gloves and a mask (visor and protective goggles if there is any risk of projection). Waste must be kept in closed, plastic bags.

## **Signage**

- Display, "Wash your hands before and after using any common equipment".
- Display, "Wash your hands when you arrive on the work premises and clean your workstation before/after every use (or even during use)".
- Display the procedures for cleaning workstations and shared tools/equipment.
- Display the process of efficient hand-washing using soap and water or by using hydro-alcoholic gel (displayed next to washbasins)
- Display protective measures
- Display the capacity of different spaces (lifts, meeting rooms)
- Floor markings
- Information concerning the name of the COVID-19 referent.

# Masks

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**Masks are an extra measure on top of those intended to provide protection, including physical distancing.**

Their primary aim is to protect other people by limiting the projection of spittle. Generalised wearing of surgical and commonly available masks contributes to the protection of those who wear them.

The efficiency of this protection depends on:

- the performance of the mask
- following the manufacturer's instructions with regard to wearing it and removing it
- its replacement/maintenance.

## The 3 categories of masks available

### 1. "Consumer" masks

These are split into 2 categories:

- **Type 1: filters 90 %** of the 3-micron particles emitted. These are intended for professionals who are in contact with the public
- **Type 2: filters 70 %** of the 3-micron particles emitted. These are for use in a collective environment when they are worn by all members of a group.
- They do not offer the same level of protection as surgical or FFP masks. They do comply with the requirements of the "Guide to minimum requirements, trials, making and use" published by AFNOR, whose instructions concerning wearing and maintaining masks must be observed by the company.

### 2. Surgical masks

A surgical mask is a medical device (EN 14683 standard). It is designed to avoid the wearer projecting droplets into their surroundings. It also protects the wearer from droplets projected by people opposite them.

However, it offers no protection against inhaling very small particles that are suspended in the air. There are three types of mask:

- **Type I:** Bacterial spray filtration efficiency >95% with an average droplet size of 3µm

- **Type II:** Bacterial spray filtration efficiency >98% with an average droplet size of 3µm
- **Type III:** Bacterial spray filtration efficiency >98% with an average droplet size of 3µm and resistant to splattering.

### **3. Protective masks**

An FFP mask is a protective respiratory device (EN 149 standard). It is designed to protect the wearer against inhaling droplets and particles suspended in the air. Wearing this type of mask is more restrictive (thermal discomfort, respiratory resistance) than a surgical mask. FFP masks fall into three categories, depending on their efficiency (estimated depending on the efficiency of the filter and gaps around the face).

It is necessary to take into account the fact that they are uncomfortable to wear (respiratory resistance, temperature) when organising work: regulating the duration for which they are worn and organising tasks depending on the level of physical activity, temperature, etc. FFP2 protective masks are suitable in the case of a proven risk.

## **Organising the replacement of masks**

### **1. Single use masks**

When they are single use (protective and surgical masks), they must not be re-used and must be replaced several times throughout the day (at least every four hours for surgical masks and when they are damp or have been removed). Employees must wash their hands after removing the mask.

### **2. Re-usable masks**

When masks are re-usable (consumer masks), AFNOR specifies that:

- soiled masks must not be re-used until they have been washed
- in the space of a 4-hour period, the mask can only be used several times if it has been removed according to instructions, temporarily stored or hung up to ensure the least possible contact, then put back on according to instructions
- the duration for which a mask is worn must comply with the instructions and in any event, it must be for less than 4 hours in a single day.

Re-usable masks must be washed at 60°C and dried quickly, according to the manufacturer's instructions (in particular, the number of washes possible).

Because of the complexity of setting up a washing system and the fact that type 2 consumer masks offer less protection, the use of FFP1 disposable or surgical masks – if they are worn by everyone – is preferred.

## **Gloves**

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**The distribution of gloves for protection from the COVID-19 biological hazard is not justified.**

Gloves may give a false feeling of security with regard to the virus and people may still be contaminated in spite of wearing gloves (by touching their face when they take off the gloves).

Regular hand-washing is preferred.

Nevertheless, gloves should still be used by people who habitually wear them (food preparation, cleaning, first aid...).

Gloves must be used by trained staff who know that wearing gloves is only for a brief time and for a specific task.

### **Protective goggles and visors**

Visors are preferable to goggles. However, the type of activity must be taken into account when the choice is made.

They are a protection for the eyes, especially during activities in close proximity to others.

In any case, they must be worn as well as a protective mask.

### **Overalls**

These must be provided and worn in certain situations that are liable to expose the body to projections or contact with potentially contaminated equipment: high-risk activities (make-up, hairstyling...), contact with waste, sheets, soiled garments (costume handlers, upholsterers...).