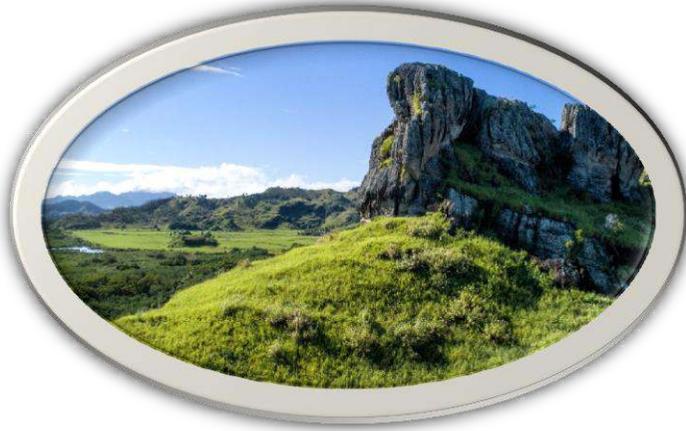




# Film Production Guidelines Post COVID -19 Pandemic

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## 1) Introduction

Film Fiji respectfully submits the following guidelines for consideration and adoption for the continuation of productions in an environment that minimizes the risk of contracting or spreading COVID-19, once Fiji's borders are opened and restrictions uplifted. These proposed guidelines developed by Film Fiji outlines guidance regarding protective measures to be used, including regular screening, diagnostic testing, use of personal protective equipment, cleaning and disinfecting work sites and appropriate response should an employee contract COVID-19 or be exposed to it. The guidelines were developed in consultation with the Audio Visual Agents and based on guidelines issued by the Ministry of Health and Medical Services.

Fiji has maintained a constant low transmission rate of the COVID -19 virus with less than 30 cases. This is due to the implementation of various restrictions throughout the country and support from the Fiji Government in combating the spread of the virus. With restrictions being slowly lifted, Fiji is still maintaining social distancing procedures and re-entry guidelines regulated by Fiji's Ministry of Health and Medical Services to prevent and detect any imported cases that may arise.

Please note, these guidelines are subject to change should new protocols be implemented by the Fiji Government. Importantly a nationwide curfew is in place for Fiji, the curfew begins at 11pm and ends at 4am. Productions can apply for passes through the Ministry of National Defence and Security should it deem necessary.

It is recommended that production companies' use these Guidelines to develop their own in house COVID-19 protocols prior to recommencing work, to ensure a COVID-19 safe work environment and prioritize the health and safety of all crew involved including the general public.

## **Disclaimer**

Film Fiji wishes to make the following statements:

- These guidelines are current to the date of publication and will be reviewed and updated from time to time.
- These guidelines are not a substitute for independent legal advice and it is recommended that members of the Audio Visual industry obtain appropriate advice to their particular circumstances.
- Film Fiji and Government of Fiji are not liable for any loss resulting from any action taken or reliance made by you on any information or material contained in these Guidelines (including, without limitation or third party information).

## ***Guiding Principles***

The intent of this document is to establish recommendations for Government to authorize the safe resumption of film production activities in Fiji. These guiding principles may evolve over time. Film Fiji acknowledged the need to develop department specific operational protocols and project-specific workflows and the production will have to agree to develop those protocols and workflows separately once government authorizes production to resume.

Guiding principles underlying these recommendations are:

- The health and safety of the general public and all cast and crew is the highest priority.
- All public health guidelines will be followed.
- To the extent possible, physical distancing shall be maintained.
- Regular, periodic symptoms testing of cast and crew for COVID-19 is critical for a safe return to work.
- Appropriate and adequate Personal Protective Equipment (PPE) will be provided to cast and crew by the employer as necessary.
- Infection prevention measures will be developed and applied, including physical distancing at all times when possible, enhanced sanitation and hand hygiene.
- One or more specialised COVID-19 Compliance Officer(s) with specialized training, responsibility and authority for COVID-19 safety compliance and enforcement will be in the workplace to address issues as they arise.
- Thorough training on principles of infection prevention (PPE), physical distancing and signs/symptoms of COVID-19 will be provided to all cast and crew.
- Adequate staffing and space for physical distancing is essential for an effective health and safety plan.
- Productions are encouraged to report problems and suggest solutions to enhance the safety and productivity of the workplaces.
- Given the dynamic and evolving nature of the COVID-19 pandemic, these interim guidelines will likely need to be modified and adapted as circumstances change.

## 2) **Mandatory Control Methods**

### ***Social Distancing***

- Production crew while on set are advised to follow the Ministry of Health's COVID-19 advisory of the 2 metres distance from each other unless it's absolutely necessary to be within closer interaction.
- Crew members that are stationed in offices must maintain a safe distance from each other and keep contact to the minimum; this also includes those filming in confined areas.
- Mass social gatherings over 100 individuals are banned throughout the country; the production must ensure that any social gatherings within curfew hours are prohibited.
- The number of crew on set should be kept to a minimum, production executives should observe the moment on set and structure the call sheet accordingly.

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

- Alcohol-based hand sanitizers or hand washing stations must be provided throughout the set and common areas in order for crew to clean their hands regularly and thoroughly.
- Production will make available protective equipment such as masks, gloves and personal hand gels (30ml bottles). All production crew must continue to wear masks and hand gloves where necessary, during their working shifts.
- The production must carry out frequent cleaning of contact surfaces, this would include but not limited to bathroom fixtures, kitchen areas and equipment, set equipment and props.
- Information on proper hygiene procedures must be supplied to all crew members; this will also include any new updates from the Ministry of Health.

### ***Transport***

- The production will organize transportation for crew to and from their workplace and should prohibit the use of public transportation by all means.
- Drivers must ensure that all vehicles are cleaned and disinfected after each trip.
- It is mandatory at all times for crew travelling in the production vehicles to wear masks and gloves.

### ***Food and Beverages***

- All catering services engaged by the production must adhere to the Ministry of Health's advisory as well as these guidelines/protocols for film productions.
- Buffet serving will be disallowed. Instead, food will be distributed in a take-away mode.
- Social distancing must be practised at all times while coordinating and distributing takeaways.
- The production must schedule crew meals in small groups and ensure compliance with Ministry of Health social gathering advisory.
- All catering service personnel (if local) must undergo fever and COVID 19 symptoms prior to commencement of their engagement of production.
- It is mandatory for all catering personnel preparing food to wear masks and gloves at all times. Eating utensils must also be separated, wrapped and not supplied in large open bins.
- Food and snacks must be individualized with individual servings.

### ***COVID-19 Department (Optional)***

A COVID-19 health and safety department comprising of Medical staff / Compliance and security team must be set up for productions having 100 or more crew, in order to monitor all aspects of the productions activities and ensure the production are compliant with the Government of Fiji COVID-19 policies and Fiji Film Production Guidelines/Protocols Post COVID-19.

Should any crew members show symptoms of COVID-19, that is a fever, dry cough or shortness of breath, he/she should be quickly isolated to prevent the risk of transmitting the virus to others. The film company should then immediately contact the Fiji Ministry of Health and Medical Services toll free helpline 158 to seek further advice.

### ***General***

- Physical contact should be avoided, including shaking hands, “high fives,” fist or elbow bumps, or hugging.
- Visitors to set should be limited unless absolutely necessary. If visitors are provided access, they will be subject to the same guidelines as cast and crew, including the need for symptom screening and PPE requirements.
- All cast and crew moving in and out of production location, including visitors, must be tested for fever and COVID 19 symptom tests every-time they go out or come back into the production location.
- All cast and crew should avoid touching their eyes, nose or mouth.

### **3) Protecting and Supporting Cast & Crew**

#### ***International Cast & Crew***

***[Please refer to the COVID Safe Economic Recovery Framework issued by the Fijian Government...this is available from the Ministry of Commerce, Trade, Tourism and Transport website: [www.mcttt.gov.fj/guidelines/COVID-19-guidelines](http://www.mcttt.gov.fj/guidelines/COVID-19-guidelines)]***

### **4) Conclusion**

Production companies must ensure compliance with any directives provided to them by the Ministry of Health and Medical Services. These guidelines/ protocol may change depending on the situation assessed by the Fiji Government at the time. Any changes to these protocols will be conveyed to the production company within a reasonable timeframe.