

ADVISORY GUIDELINES

To Restart Film Shootings in Madhya Pradesh

(Approved by FFC)



The heart of
Incredible India

Film Facilitation Cell
Madhya Pradesh Tourism Board
Bhopal



INTRODUCTION

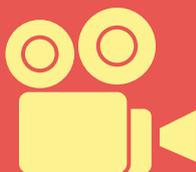
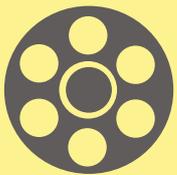
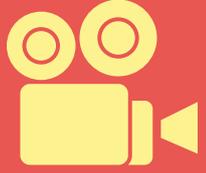
Background –

The outbreak of Corona virus disease (COVID-19) has been declared a Public Health Emergency by World Health Organization (WHO) and the virus has now spread to almost all the countries. It is known that it is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing) Individuals can also be infected from touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). While COVID-19 continues to spread it is important that people take action to prevent further transmission, reduce the impact of the outbreak and support control measures.

Scientists say that corona virus will be a part of our lives for a very long time. But we can't let our lives remain confined around Corona. We will have to wear masks and maintain social distancing in order to get back to our daily lives. We have to take extra care while we are starting all the economic activities again.

Scope –

The Covid-19 pandemic and its impact on our country and the world, has made it a necessary to create standard protocol/guidelines and to follow it to prevent further risk at shooting locations. All the workers, artists and technicians are expected to take proper health precautions on film sets and locations. The Production Head is responsible to ensure that such precautions are taken care of. Apart from the advisory guidelines the COVID-19 guidelines/Instructions issued from time to time by the Ministry of Health and Family welfare, Ministry of Home Affairs & Ministry of Tourism Government of India and by the state government should be adhered to. These guidelines have been issued as per the current situation and any changes issued in the future have to be followed accordingly.



I. BASIC HEALTH & SAFETY MEASURES

1. The Generic Health & Safety measures include a simple public health measure that has to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all at all times.
2. Practice frequent hand washing with soap (for at least 20 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) should be made wherever required.
3. Persons above 65 years of age, persons with comorbidities, pregnant women are advised to stay at home, except for essential and health purposes.
4. Only asymptomatic cast & crew members shall be allowed.
5. Individuals must maintain a minimum distance of 6 feet in public places as far as possible.
6. Use of face covers/masks should be mandatory.
7. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
8. Spitting shall be strictly prohibited.
9. Installation & use of Aarogya Setu App by all the cast & crew members.
10. Educating and sensitizing to all the Cast & Crew on preventive measures should be continue to be done on top most priority. Some sessions should be scheduled from a certified health & safety consultant. To educate all the members, following should be addressed in the session –
 - Awareness about the novel Corona Virus
 - Symptoms & stages of Infection
 - Promote good respiratory hygiene
 - Promote regular hand washing, sanitization & contamination control
 - Directions/Instructions issued by the government
11. COVID-19 contingency plan before start Filming
 - Producers must prepare a handbook consisting details of COVID-19 and the precaution to be taken and this may be in English, Hindi and any other languages prevalent in the shooting location. This should be issued to cast and crew of the production.
 - It is advisable that staff who work at the filming location must carry out Health screening test by a medical professional, fifteen days prior to the shoot, that certifies that the person neither suffer from virus nor can infect others with COVID-19 disease.
 - Appoint a nodal person as a health and safety representative which should accompany a Doctor. The representative so appointed must be from production and be conversant with filming.
12. People participating in a shooting must fill-up the Health Declaration Form as “Annexure -A”. This form should be submitted by the producer to the concerned authority at the time of applying for shoot permission.



Wash your hands



Avoid close contact
with infected people

II. CAST AND CREW MANAGEMENT

A) Basic team

1. In order to maintain interpersonal distance a maximum of 15 persons for Indoor shooting and 30 persons for Outdoor shooting will be allowed.
2. Only perfectly identified Cast & crew (i. e. Actor, Actress, Extras, Technicians etc.) shall have access to the filming set.
3. In the case of extras, it should be ensured that the same persons remain on the set each time.
4. Before entering the shoot premises check people for mild cough or low grade fever using IR thermometer. In case, if the temperature is more than 37.3 degree Celsius, advise them to isolate or stay at home.
5. Entrance and exit of filming location should be in a staggered manner and the team should only remain on set when necessary.
6. The entry into the filming location, persons should be limited to any essential Service only and no audience or visitors/others should be allowed.
7. Emphasis on hiring local talent should be placed so that less number of people travel into the State.
8. Members from each department should disinfect gear during the break.
9. The production house shall identify the nearby facilities like Hotel or housing apartments for stay.
10. The premises to be used exclusively for the shooting crew.
11. Travel arrangements for the cast and crew to the shooting location shall be arranged by the production House.
12. The production company should designate a person or team who is conversant with Corona Virus Protocols. Information regarding daily registration of the people who access the set, their temperature check and precautions taken by them like use of PPE, hand washing & other disinfection operations for the entire period of the shoot. This information should always be updated and available when required. S/he must also build relationships with the local municipality and police station just in case their involvement becomes necessary. This trained and authorized person along with the Medical professional on set/location will be responsible for coordinating and supervising safety and precautionary measures.

B) Make-up Hairdresser and supporting team

1. In makeup, hairdressing and dress-up activities, the appropriate personnel should use protective measure according to the level of risk to ensure the protection of both the worker and the artist. In any case ensure the maintenance of the distance of two meters and disinfection of materials after each use.
2. It is preferable to engage a dedicated person for disinfection of clothing, makeup items etc. During filming, it is recommended that the clothes of each actor or actress and extras are identified and separated with plastic covers.
3. Hair wigs / extensions must undergo deep cleaning before/ after any application.
4. Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solution.
5. Avoid hair and makeup for secondary/ back-up actors.



Wear masks



Distancing

A) Food and Catering team

1. Food and any product that is on shoot location must be handled by a dedicated person and be protected and isolated from its preparation till the moment the filming begins.
2. It is recommended the use of single use cutlery, glasses, plates and utensils on stage, if possible eco-friendly. In case of using reusable cutlery, glasses and dishes they should be washed with hot soapy water.
3. All work supplies and food containers should be sanitized and sterilized.
4. Consider staggering lunch to ensure Social Distancing.
5. Eliminate Self-service.
6. Serve boxed meals when possible.
7. Allow/encourage cast & crew to bring their own food.
8. Hand washing station should be installed separately.
9. In the canteen/dining hall at the shooting, following norm should be followed:
 - Adequate crowd and queue management to be ensured social distancing norms.
 - Serving staff to wear mask and hand gloves and take other required precautionary measures.
 - The seating arrangement to ensure a distance of at least 1 meter between patrons as far as possible.
 - In the kitchen, the staff to follow social distancing norms.

B) Crowd Management

1. On any set location, exists artist (main cast) and the crew which includes Technicians. Workers and junior artists.
2. All members should carry their ID Cards while travelling for shooting.
3. Precautionary guidelines /signages to be displayed in strategic locations with emergency helpline numbers.
4. Floor marking at gates and appropriate places should be ensured with social distancing norms.
5. Protection barriers to be put up at entire outdoor shooting location to avoid unwanted audience.

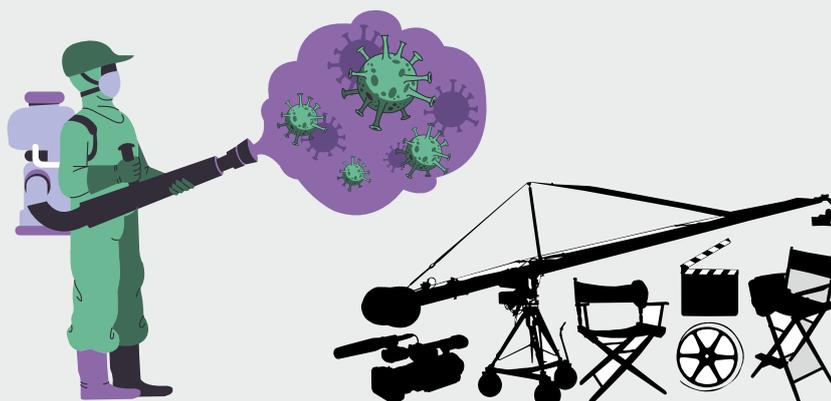


III. TRANSPORT & LOGISTIC

1. Travel to be minimized and all the vehicles must be sanitized before use.
2. Authority letter shall be required from the production head for transfer of workers from place of stay to location. The workers will be informed in advance about the conveyance being used.
3. Passengers have to use masks and respect the maximum possible distance between the co-passengers.
4. Travelling person should carry personal sanitizer for regular uses.
5. Thermal screening of all the passengers should be done and masks should be worn by them before boarding.
6. Ensure one driver is assigned to one vehicle for the duration of prep and wrap.
7. The vehicle to be sanitized before being sent for pick-ups.
8. Drivers will need to produce medical fitness certificate, wear mask & gloves throughout the travel.
9. If someone travels from containment zone, will have to follow the local government orders.
10. Precautions while using public transport and public passenger transport, vehicles used as per transport guidelines issued by the govt.
11. Recommended to use separate vehicles for cast and crew or keep one passenger per seat.
12. In case of using vehicle for any shoot the vehicle must be sanitized after each use.
13. The necessary permissions/passes need to be obtained from the concerned competent government authorities.
14. Number of crew shall observe all the government rules announced from time to time while travelling.

IV. HANDLING OF EQUIPMENT

1. All the equipments required in a film shooting should be properly sanitized everyday before use.
2. Members of each department should disinfect gears during breaks.
3. Minimize the number of people need to touch the same items. This may require additional gear.
4. Strive for consistency regarding which piece of equipment shall be handled by whom.
5. All crew that requires tool should bring their own kit and do not allow sharing.



V. FILMING AT PRIVATE LOCATIONS

1. Shootings can be carried out in private locations, subject to agreement with the property owner.
2. The location must be sanitized before and after filming.
3. Prefer not to keep in touch with the outside crowd/owner and keep contact with the shooting crew only.
4. Special attention be given towards social distancing, personal hygiene, sanitization, waste management during shooting.

VI. FILMING IN PUBLIC AND NATURE AREAS

1. The conditions and processing of deadlines to allow the shoot in public places under their jurisdiction will solely rest with the concerned authority.
2. The concerned authority will also earmark the area that can be filmed. The guidelines set will have to be adhered to.
3. To maintain social distancing, use proper Barricades at defined shooting area before shooting. Also define a separate space for parking and barricading all the vehicles during shoot.
4. Special attention be given towards social distancing, personal hygiene, sanitization, waste management during shooting.

VII. POST RETURN

1. People who have returned from an area where COVID 19 is spreading should monitor themselves for symptoms for 14 days and check their temperature twice a day.
2. If they display any symptoms, they need to stay at home and self-isolate. This shall include avoiding close contact (six feet or nearer) with other people, including members.
3. They should also inform their healthcare provider or the local public health department, giving them details of their recent travel and symptom.



VIII. IN CASE ANY POSITIVE CASE FOUND

1. The person shall be isolated and shoot location shall be vacated immediately
2. Contact tracing of all the person(s) who have come in contact with the person who has tested positive should be done and they should be isolated.
3. Follow the advisory issued by competent authority, to ensure safety of the impacted person as well as the community at large.
4. Studio shall be fumigated and sanitized extensively.
5. Shooting should be resumed only after safety checks.

IX. WASTE MANAGEMENT

1. Disposable face masks, gloves, etc. should be disposed off properly to ensure prevention of spread of the contagion. These should be treated as hazardous waste and must be disposed off.
2. Keep the bins with lid at shooting location thereby following high safety measures.
3. Also educate all the crew members to dispose off all the material safely.
4. Waste management protocol should also be followed at food & catering service.

X. PRECAUTION AT WORK CENTER & FILM SETS

A) Interpersonal Distance

1. Tasks and work processes must be planned so people can maintain the interpersonal distance of approximately 2 meters, both at the entrance and exit and during the stay in the work center or filming set.
2. Crowds of staff in common areas should be avoided.
3. When the nature of the activity allows it, the interpersonal distance will be maintained with third parties, as well as the use of protective equipment appropriate to the level of risk
4. When the nature of the activity does not allow for interpersonal distance. People involved will use protective equipment appropriate to the level of risk as a precaution measure.



5. The use of elevators or forklifts will be limited to the essential; use of Stairs should be preferred.

B) Sanitization of facilities

1. Provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/ spray. A proper disinfection of steering, door handles, keys, etc. should be taken up.
2. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
3. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in premises and in common areas
4. Surfaces that are frequently touched (tables, chairs, door knobs, bathroom and toilet surfaces, taps, keyboards, telephones etc.) must be cleaned with disposable material and sanitized daily.
5. After cleaning, all the used materials and protective equipment, the disposable items should be disposed off safely and thereafter washing of hands/sanitizing is mandatory. Cleaning measures will also be extended to private areas such as locker rooms, lockers toilets, kitchens and rest areas, whenever required.
6. When jobs are shared by more than one person, the work area should be cleaned and sanitized after the end of each use.
7. The use of toilets will be limited to one person, except in those cases of people who may require assistance. In that case a companion will also be allowed. Toilets should be cleaned and disinfected at least six times a day.

Enclosed: Annexure "A": Health declaration Form/COVID-19



ANNEXURE 'A'

HEALTH DECLARATION

HEALTH CARE DECLARATION FORM / COVID 19

Read this document prior to signing it. You must complete this medical questionnaire to participate in any Film Shooting Location in Madhya Pradesh. If you are a minor, you must have this statement signed by production head or line producer.

MEDICAL QUESTIONNAIRE

The purpose of this medical questionnaire is to ensure that you are medically fit to participate/visit Film shooting location. Please answer the following questions with YES or NO. If you are not sure, answer YES. A positive response means there may be a pre-existing condition that could affect your safety and of others around you. If any of these items apply to you, it is advised that you must consult with a physician, preferably a specialist, prior to participate/visit at Film Shooting Location in Madhya Pradesh.

Within the 28 days immediately preceding the date of this Health Declaration Form, have you;

1. TESTED POSITIVE OR PRESUMPTIVELY POSITIVE WITH COVID-19 (THE NEW CORONAVIRUS OR SARS-COV2) OR BEEN IDENTIFIED AS A POTENTIAL CARRIER OF THE CORONAVIRUS?
 YES NO
2. EXPERIENCING ANY SYMPTOM COMMONLY ASSOCIATED WITH COVID -19 (FEVER, COUGH, FATIGUE OR MUSCLE PAIN, DIFFICULTY BREATHING, SORE THROAT, LUNG INFECTION, HEADACHE, LOSS OF TASTE OR DIARRHEA)?
 YES NO
3. BEEN IN ANY LOCATION OR SITE DECLARED AS HAZARDOUS WITH AND/OR POTENTIALLY INFECTIVE WITH THE NEW CORONAVIRUS BY A RECOGNISED HEALTH OR REGULATORY AUTHORITY?
 YES NO
4. BEEN IN DIRECT CONTACT WITH OR IN THE IMMEDIATE VICINITY OF ANY PERSON WHO TESTED POSITIVE WITH THE NEW CORONAVIRUS OR WHO WAS DIAGNOSED AS POSSIBLE BEING INFECTED BY THE NEW CORONAVIRUS?
 YES NO

The information I have provided about my medical history is accurate to the best of my knowledge. I agree to accept responsibility for any omission in disclose my existing or past health condition. I also commit to inform about any symptom that may arrive after having filled in this declaration and/ or having come into contact with someone who has tested positive after signing the declaration.

Full Name

Date (DD/MM/YYYY)

Signature

Production head or line producer (If Applicable)

Date (DD/MM/YYYY)

Signature

ADDITIONAL DECLARATIONS / COVID-19

WILL, if asked, wear a protective mask all the time while participating in the Film Shooting Location in Madhya Pradesh, and will take all the responsible preventive steps that may be recommended by, or any relevant public authority.

I ACKNOWLEDGE and ACCEPT that this declaration will be considered as my consent to retain this declaration and disclose it to any relevant authority or service provider for the purpose of ensuring the safety of any third parties that may come in contact with me prior to, during, and after any Film Shooting activity.

Full Name

Date (DD/MM/YYYY)

Signature

Production head or line producer (If Applicable)

Date (DD/MM/YYYY)

Signature



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