



Republic of Cyprus  
Ministry of Health

**HEALTH AND SAFETY PROTOCOL  
FOR FILM, TELEVISION AND COMMERCIAL PRODUCTIONS  
TO PREVENT THE SPREAD OF COVID-19**

**General measures:**

**1. Hiring a security officer**

The measures taken to prevent a possible spread, should be coordinated in the shooting area by a safety and health specialist who will be hired by the production for the needs of the shootings. This person is responsible for the monitoring and implementation of the following measures (including listing entrants as well as any symptoms developed).

Before production/filming begins, this person is responsible to make sure that each person is familiar with the risks and measures. This familiarity must be confirmed in writing, for example by signing the list of participants during the briefing. The security officer will be responsible for taking body temperature of everyone. Their temperature must not exceed 37.3°C. Any person attending the shooting area must be subjected to temperature measurement with a non-contact thermometer upon their arrival at work. Any newcomer must also have their temperature taken upon arrival along with completing the relevant questionnaire (Appendix 1).

**2. Personal hygiene and disinfection**

The whole Crew, Actors, Customers and Advertisers must have the necessary personal protective equipment. The basic protective equipment includes a facemask and a hand sanitizer liquid / spray.

Disposable masks should be discarded in sealed plastic bags. The plastic bags in the bins, when filled, must be tightly tied, and removed immediately. Everyone must follow the recommended hand washing technique.

**Apply hand sanitiser when Entering / Exiting** the shooting area of Film / Theatrical production: Obligatory installation of alcoholic solutions (with alcohol content > 60%) at every entrance of the area where theatrical / cinematic shootings are carried out. If the mechanism at the entrance is automatic, then the solution can be placed on the inner side of the entrance. If you need to open the door with a handle when entering the production area, then it is recommended to wash your hands before and after entering the area by placing solutions on both sides (inside and outside) of the door. It is **MANDATORY** for the personnel to follow thoroughly the recommended hand washing technique before entering and leaving the production area.



Republic of Cyprus  
Ministry of Health

### **3. Disinfection of spaces**

All areas that will be used for production / filming purposes should be disinfected before and after the personnel entering. When shooting outdoors, the makeup and costume department should disinfect their workstations and chairs for the actors.

The production is responsible for ensuring that the washbasins in the toilets are always equipped with a bottle of liquid soap, antiseptic and disposable paper towels that should be disposed of in bins next to the washbasins. All trash cans must open with a foot-pedal and contain a disposable plastic bag.

There should be systematic and adequate ventilation in the area at regular intervals. The safety officer should indicate the appropriate areas for each section of the production considering the square footage and the distance that the individuals must have between them.

### **4. Distance between employees**

It is important to ensure that the **employees keep a distance of 2 meters** apart in the area. People entering the set will depend on the square meters of the space (8sqm per person).

### **5. Physical contact**

If **physical contact** is required on stage, actors need to disinfect their hands before and after shooting. If physical contact is required on stage – the actors involved are required to disinfect their hands before and after shooting the scene. It is recommended to avoid scenes where an actor has to touch the face of another actor or scenes that involve direct contact between actors such as kisses, love scenes, etc.

### **6. Rehearsal/Shooting**

The use of mask is required, only for actors, director, and necessary staff. If possible, rehearsal should be done with open doors or windows for continuous ventilation. Upon completion of the shooting, personnel must evacuate, ventilate, and disinfect the set.

### **7. Controlled number of people**

Distancing measures apply for indoors and outdoors areas, with a minimum of 2 meters distance from other persons. Crew members and actors should be able to be separated. At the same time, there must be enough space for customers and producers for dining purposes, so that they can maintain the required distance between them. It is recommended that only those deemed necessary should attend the set.

### **8. Disinfection of objects**

Thorough, and frequent cleaning of frequently touched objects (i.e. doorknobs, elevator buttons, etc.) every day. Also, all items / props, as well as clothes, shoes that are to be used by the actors for shooting purposes, must be previously disinfected by the relevant



Republic of Cyprus  
Ministry of Health

department. The same applies to the rest of the departments (i.e. electricians, camera assistants), any equipment exchanged between individuals must be disinfected.

**9. Transportations**

Crew members, actors, customers, and advertisers are not allowed to travel in cars exceeding three passengers.

**10. Equipment**

All equipment must be disinfected before entering the set. The equipment owners are responsible for the disinfection. All wireless communications should be disinfected and once given to an individual during production, it is forbidden for him to pass it on to another person.

**11. Catering**

It is essential that food (meals and snacks) is distributed in individual closed portions, and that all participants depart when receiving their meal, in order to keep the distance required. Each person is responsible for carrying with them their own isothermal flask and a bottle of water with their name written on it. In case production assistants find exposed food, snacks or drinks they must immediately throw them away.

Alternatively, if someone attending the shooting does not want to eat the food provided by the production, they should inform them in time. This person will be responsible for his/her own meal. The production will provide a pre-agreed amount to cover its expenses for self-catering. The relevant food / beverage receipts should be given to the members of the production team.

It is important to make sure that the individuals can keep the necessary distance while eating. Breaks, if possible, should be taken outdoors.

**12. Makeup and Hairdressers**

Makeup artists should have a different makeup set for each actor/extra. Products such as mascara and lipsticks must be provided separately for each actor.

Alternatively, if an actor does not want to use make-up products provided by the make-up artists, they should inform them in time. In this case, after consultation with the manufacturer and the make-up artist, he must provide his own products.

Makeup artists must clean and disinfect the actors' individual sponges and brushes after each use. They are also required to wear masks. The makeup station must be cleaned after each use. The above also apply to hairdressers.

A guide has been issued by the Ministry of Health for hairdressers <https://www.pio.gov.cy/coronavirus/pdf/erg16.pdf>



Republic of Cyprus  
Ministry of Health

### 13. Dressing rooms

Key members of a production, such as directors, actors and other specialties that are difficult to be replaced, should be separated from the rest (i.e. they should have their own dressing room, separate make-up area, dining area, etc.) and a two meters distance apart in the dressing rooms.

### 14. Breaks

It is important to make sure that everyone will have enough space when taking a break in order to keep the distance of two meters apart. If the break area is too small (or if it is indoors), individuals should take breaks on a rotation basis. It is recommended that the staff's break area, if possible, to be outdoors. It is recommended to give priority to individual chairs over standard benches. Daily cleaning of the break area is recommended.

### 15. Clothing

Before and after dressing up, both the actor/extra and the costume designer must wash and disinfect their hands. Only one person will be able to dress up at a time and then the wardrobe will be sterilized before the next person enters. It is important that clothes used in locker rooms or shops are disinfected before and after shooting.

### 16. Recommendations

1. **Reduce the number of customers and advertisers attending the shooting** – from now on there should be only one person representing the Customer and only one person representing the Advertising Company. During the shooting they will be assigned to a monitor, where they will keep a distance of 2 meters apart. The rest of the crew members (e.g. director, camera assistant) will have their own individual monitors.
2. **The number of extras required for the needs of the scenarios should be adjusted according to the protocol** – it is recommended to limit the number of extras until the lift of all measures. It is recommended to differentiate the way of shooting scenes that have an increased number of extras until the period of implementation of the protocol.
3. It is recommended at the pre-production stage **to avoid unnecessary meetings** if they can be done by teleconferencing. It is also recommended that the casting process is done by teleconferencing.
4. **Showing symptoms at work:** It is recommended to have a special area where in case a person shows symptoms during work, will be isolated from the rest of the staff, call 1420 and contact his personal physician. Before entering the special area, a questionnaire should be completed (Appendix 2).



Republic of Cyprus  
Ministry of Health

5. **Flexible schedule and rotating shifts:** It is recommended to start work with the most flexible schedule possible and if possible with rotating shifts to adequately achieve the distance of two meters apart. **Organize the time of work during rehearsals** – so that the personnel needed should work in shifts to avoid overcrowding. For example, the technician should finish and then the superintendent should enter.
6. **Vulnerable groups:** It is recommended for people that fall under the category of vulnerable groups to avoid working during the initial phase as defined in the revised criteria of the Ministry of Health.
7. **Personal Protective Equipment:** The production is required to provide the employees with the necessary personal protective equipment.

Individuals who refuse to comply with all the measures listed in this protocol must evacuate the shooting area immediately as a safety measure.

Safety is everyone's responsibility. In cases of Non-compliance with the measures, the Department of Labor Inspection of the Ministry of Labor, Welfare and Social Insurance and or the Police must be notified immediately.



Republic of Cyprus  
Ministry of Health

**Appendix 1**

**General questionnaire for COVID-19**

Name \_\_\_\_\_

Date \_\_\_\_\_

1. Have you left the country the last two weeks?

Yes  No

If yes, which countries did you visit?

\_\_\_\_\_

2. Have you had any of the symptoms listed below? (Check the relevant box)

(a) Fever  $>37.3^{\circ}$

(b) Cough

(c) Shortness of breath

(d) Myalgia

(e) Malaise

3. Have you been in contact with a person/s that had any of the symptoms listed above or have been diagnosed with COVID-19?

Yes  No

In case of at least one positive answer to the above questions entering the workspace will not be allowed.



Republic of Cyprus  
Ministry of Health

**Appendix 2**

**Employee questionnaire with new symptoms related to COVID-19**

Name \_\_\_\_\_

Date \_\_\_\_\_

Age \_\_\_\_\_

1. Which of the following symptoms did the patient develop? (Tick [v] where applicable)

Fever ..... Cough ..... Sore throat .....

Breathing difficulties ..... Headache ..... Myalgia .....

Abdominal pain ..... Diarrheal ..... Vomiting .....

Other, specify .....

2. Is the patient pregnant? YES / NO / UNKNOWN

3. Concomitant illnesses (Tick [v] where applicable)

None ..... Diabetes ..... Hypertension ..... Cardiovascular disease .....

Chronic kidney disease ..... Chronic respiratory disease ..... Chronic liver disease .....

Immunosuppression .....

Other, specify .....

4. Have you left the country the last two weeks?

Yes  No

If yes, which countries did you visit?

\_\_\_\_\_

5. Have you been in contact with a person/s that had any of the symptoms listed above (Question 1) or have been diagnosed with COVID-19?

Yes  No

Ministry of Health  
17 May 2020