Stand by! Camera is rolling... in Jordan
Filming protocols during and post COVID-19 pandemic
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INTRODUCTION

The Royal Film Commission – Jordan (RFC), motivated by its belief in the economic and reputational impact of the filming industry, in Jordan, prepared a new Protocol and Risk Assessment framework to pave the way for a secure and safe working environment under and after COVID-19 for all parties (both local and International) involved in filming in Jordan.

In line with the Government’s efforts to revive the economy, the RFC has conducted a comprehensive study to understand international procedures globally adapted to resume production operations during and after COVID-19 pandemic. Based on this study, the RFC created the protocol below with clear guidelines to secure a safe working environment for local and international production companies with the least possible risks. This protocol aims to:

- Provide the film industry with a framework to enable mobilization of productions of any size in a coordinated and, above all, safe manner as soon as it is appropriate to do so;
- Feed into the audio-visual sector’s recovery efforts.
Framework

Provide the audio-visual industry with a framework to:

- Protect crew and cast by adopting a safe working environment and practices in light of COVID-19 related risks.

- Understand and recognize the changes that should be made (before and during production) in order to achieve this.

- Formulate guidelines so that productions can consider the following guidance when formulating their own policies and procedures. However, they must ensure a risk assessment is completed by a competent person and that necessary measures to prevent the transmission of COVID-19 are communicated.

- This risk assessment should be under regular review, particularly if there are changes in the work or processes, as well as when relevant guidance is updated.

- Cast, crew, facilities and locations contracts are not addressed within this document. Nonetheless, consideration should be given to issues addressed within these codes when drafting contracts.

The RFC has aimed - wherever possible - to ensure guidance is scalable and adaptable to all project’s sizes.
SECTION 1

MANDATORY REQUIREMENTS
As employers, production companies must ensure that governmental guidelines - issued by the Ministry of Health https://corona.moh.gov.jo/en and the Ministry of Labor - aimed at minimizing the risk of contagion are adhered to by ensuring that proper hygiene is maintained and required social distancing is adopted.

All foreign production teams to be quarantined at the filming locations / production offices, to utilize their quarantine period for preproduction works, while following the MOH quarantine regulations.

**TESTING**

- All foreign cast & crew must be tested for COVID-19 to make sure none is infected
- All cast & crew must be monitored for symptoms, and must test their temperature every day.
- Testing must be done by a medical doctor wearing appropriate Personal Protective Equipment (PPE), under a suitable and sufficient risk assessment and a tightly controlled sequence of work. Test results should be recorded and anyone with a high temperature (>37.8c) should be sent home or to the hospital based on the doctor’s assessment (by private transport).

If the doctor suspects a COVID-19 case, the Ministry of Health must be directly informed through the hotline number (193); the suspected case must not return to work before it is confirmed that he/she is not infected with COVID-19.

The doctor is required to appoint medical assistants, proportionate to the number of crew and cast. Productions should obtain a signed written consent from individuals for testing, and the results along with any other personal details should benefit all the normal data protection measures.
MAINTAINING SOCIAL DISTANCE

People must maintain a social distance of 2 meters while working.

For interior shoots: The maximum amount of crew permitted entry at any one time is based on the size of accessible space on the shooting location. Each person requires a minimum of (4m²) in case of unfurnished space and (6m²) in case of furnished space.

For all shoots: The maximum amount of people allowed on set is based on the filming space. For example, if the sets accessible space is (150m²), the maximum number of people for unfurnished set will be (37), and (25) for furnished.

Furthermore, a managed and secure access and exit process to/from production zones should be adopted, considering factors such as: pre-registering all visitors and new starters to speed up site access and limit interaction times, or allowing extra time to prepare and safely admit crew. All visitors and team members activities and interactions must be kept on a daily log sheet; the information in the log sheet must indicate names, times and locations of such interactions.

MINIMIZING THE AMOUNT OF PEOPLE ON SET

The number of crew and visitors on set should be kept to the minimum required. Agency and clients are likewise encouraged to send the fewest number of representatives possible.

TIERED ARRIVALS AND ENTRY TO SET

To the extent possible, call times should be staggered so that each department is given access at timed intervals to prevent crowding on arrival to set.

Anti-congestion measures pertaining to public transport are deemed necessary; most of the team are expected to travel by car while abiding to the current effective governmental transportation guidelines.

They must apply transportation safety protocols while using private and public transportation.
TEMPORARY ACCOMMODATION
Overnight accommodation for staff should be avoided whenever possible. If necessary, single occupancy accommodation is mandatory, while maintaining social distancing and hygiene protocols.

OPTIMIZING WORKFLOW
Work must be coordinated in such a way that a minimum number of people are given access to a space at any one time. For example: the electrical team should not start working until the art department has exited.

PROMOTING HYGIENE ON SET
All people on set are required to adhere to health authority guidelines on hygiene and behavior (i.e. coughing and sneezing best practices) in order to minimize risk of spreading the disease.

Productions must make available alcoholic hand sanitizers at points of entry and common areas.

Information on how to maintain proper hand hygiene must be supplied to all people present on set, as issued by health authorities and as part of the morning briefing.

Productions must provide the filming set with tissues and touch-free rubbish bins.

CLEANING REQUIREMENTS
Productions are responsible for hiring a trained hygiene representative to ensure frequent cleaning of contact surfaces. These include: door handles, surfaces, bathroom fixtures and any equipment handled by more than one person.

Any workstation used by more than one person should be cleaned after each user.
Productions must provide the filming set with tissues and touch-free rubbish bins.
**SHOWING SYMPTOMS**

Anyone exhibiting (light or severe) symptoms of COVID-19 is not permitted entry to set. The symptoms are: high body temperature, hacking cough, vomiting,runny nose, shortness of breath and pneumonia. In severe cases, one can exhibit symptoms such as acute pneumonia and kidney failure.

- **FEVER**
- **COUGH**
- **SHORTNESS OF BREATH**
- **SORE THROAT**
- **HEADACHE**

**INFORMATION**

COVID-19 procedures must be included on the call sheet and daily morning briefing (to be scheduled on the call sheet).
SECTION 2

SPECIFIC HEALTH AND SAFETY TRAINING AND AWARENESS
COVID-19 safer working induction training must be undertaken by all crew members - including ancillary staff such as security - at least 2 days prior to shoot. It should cover best practices (including safe use of PPE such as masks and gloves, hand washing, cleaning of surfaces, handling of equipment and disposal of waste) and department-specific needs (including particular instances of close-proximity working), and any other risks they may be exposed to while performing their work duties.
SECTION 3

SUPERVISION AND ENFORCEMENT
The production must appoint a dedicated health and safety (H&S) supervisor, who must be accredited by the Ministry of Labor, to monitor the implementation of these guidelines and the general safety regulations according to the Jordanian Labor Law. The number of supervisors should be minimum 1 for every 10 persons (additional supervisors can be appointed from the existing production crew).

Training must be given to designated H&S staff. It is also recommended that heads of departments (HoDs) undertake this training to help keep their departments safe. The training should include COVID-19 specific guidance on:

- Mandatory and recommended workplace requirements; including the use of PPE as set out by the Jordanian Government.
- Crew health-checks, symptom response planning and mental health in the workplace.
- Setting supervision and enforcement processes.
- Safeguarding those defined by Jordanian Government as most vulnerable or at risk of COVID-19.
SUPERVISION ENFORCEMENT AND COMMUNICATION

1. Allocate a dedicated COVID-19 Health & Safety (S&E) supervisor to the production.
2. Assign clear lines of enforcement responsibility, for example:
   - COVID-19 H&S supervisor to oversee tactical and operational implementation, with authority to stop unsafe working practices.
   - Allocate a COVID-19 H&S coordinator to each department to enforce protocols.
   - Hire staff, or train designated crew members, to carry out COVID-19 health and symptom checking.
   - Optimize the number of COVID-19 trained medical personnel on set based on crew size.
   - The producer or unit production manager (UPM) remains ultimately responsible for the crew.
   - Commitment to implement health and safety regulations and safety supervision duties according the Jordanian Labor Law.

3. Apply a clear system for the communication and dissemination of information, including:
   - Online/remote access pre-shoot briefing for crew.
   - Online/remote access daily briefings/reminders for crew.
   - Site signage/posters reminding crew of required good practice.
   - Supplementary briefing to communicate any change in protocols and guidance.
   - Reporting and record-keeping (e.g. health checks, non-compliance issues, cleaning record and others).

4. Conduct regular reviews of guidance and protocols, including checking:
   - That protocols are being adhered to.
   - Updates from Government, local authorities and regulators.
   - Whether the measures in place require alternative or additional solutions.

5. Set out clear procedures for instances of non-compliance:
   - A process to implement immediately if any crew member does not adhere to required good and safe practices. All crew members should be made aware of this before commencing work.
• A reporting system that allows for workplace concerns to be raised is recommended. In addition, the system and contact details should be publicized around the site to ensure crews are aware of it and understand its use.

• The production must issue internal regulations that include a list of work violations, penalties and measures taken in relation to it, such as: violating health protection instructions and guidelines and directing the health and safety (H&S) supervisor, provided that such regulations are subject to approval from the Ministry of Labor and go into implementation from the ratification date.

6. Implement additional security at all sites during prep and shooting. For example:
• Signpost and management of designated entry and exit points (taking account emergency evacuation needs).
• Check permitted access to areas and open/close doors.
• Hire night security to check that spaces remain quarantined and secure.

7. Revise the production's first-aid procedures and protocols to enable the medical team to work safely in accordance with their COVID-19 first-aid training. For example, consider factors such as:
• Avoidance of aerosol generating procedures.
• Provision of appropriate PPE for close proximity working.
• Accreditation of the medical team by the Ministry of Labor according to the Jordanian Labor Law.

8. While adopting new ways of working to help reduce the risk of COVID-19 transmission is essential, the environmental impact must be taken into consideration.
SECTION 4

INDIVIDUAL RESPONSIBILITY
EVERYBODY ON SET HAS AN INDIVIDUAL RESPONSIBILITY TO PREVENT TRANSMISSION OF COVID-19 BY DOING THE FOLLOWING:

- Washing hands with soap and water frequently, for at least 20 seconds
- Avoiding hand shaking and kissing at meetings.
- Covering mouth and nose when coughing and sneezing.
- Disposing of used wipes safely. Productions are responsible for providing sufficient touch-free bins.
- Employees should all make sure they have no direct contact with any suspected or confirmed case. Shall this occur, the person should without any delay contact the Ministry of Health through the hotline number (193).
- Avoiding to touch eyes, nose and mouth after touching surfaces.
- Eating healthy foods rich in vitamin C to strengthen the immune system.
- Avoiding the use of equipment used by others.
- All employees must download and activate “Aman” application on their mobile phones.
SECTION 5

PRACTICAL IMPLEMENTATION
SCENE RESTRICTIONS
It is forbidden to execute crowd scenes where social distancing cannot be maintained to a satisfactory degree, as the risk of contagion is considered to be too high.

For example: A crowded restaurant or café scene; a mosque or church congregation; a demonstration.

Interior and exterior scenes with a large number of people where social distancing can be maintained are permitted. For example: people spaced around an office or a street scene with background pedestrians.

In the event that physical contact is required by a scene, participating actors are requested to have their temperature measured by the doctor before and after the scene and must sanitize their hands before and after the scene. Whenever possible, the scene must be modified to avoid taking high risks (physical contact must be avoided).

LOCATION LIMITATIONS
In the event that a scene is being filmed in a small space (under 20m²) only the following crew is allowed access while filming:

• Camera operator. • Focus puller. • Sound recordist.

Productions must provide remote viewing facilities for the rest of the crew outside the set.

Masks should be provided by the production on any occasion where social distancing measures are difficult to maintain consistently as a result of a confined filming space.

It is permitted to film in public spaces in Jordan within the parameters of this protocol.

CRAFT AND CATERING
Buffets are not permitted. All meals must be served as single serving portions and distributed in such a manner as to avoid surface contamination.

All drinks must be in single serving containers such as water bottles and cans.

None of the following is permitted:

• Coffee station with self-service.
• Snack bowls or unpackaged foods.
• Fruit that isn’t individually packed.
Sit-down meals must be divided into shifts (20 min each) depending on the space available and the number of cast and crew, while maintaining an empty chair between every two persons. Any person handling food should thoroughly wash his/her hands beforehand and wear gloves. As a general rule: On set catering should adhere to government guidelines regarding food service. All the teams involved in preparing and serving food and beverage (catering) must be tested free of COVID-19.

**ON SCREEN TALENT**

Casting should be done remotely over video conference or using self-tapes. For the casting of families, who are required to interact physically on screen, real families should be used when possible so that physical contact is kept within an existing family unit. Anybody at increased risk of severe illness following infection (e.g. individuals with preexisting chronic diseases) should not be cast for any production until health authorities indicate that the risk of infection is negligible.

**HAIR AND MAKEUP**

Hair and makeup should be reserved for featured cast only. Before and after hair and makeup sessions, both talent and makeup artist are required to wash or sanitize their hands and equipment. Furthermore, makeup artists must use disposable items for any utensils or products directly touching the skin.

Applicators are not permitted to be reused on different people. Work stations must be cleaned after each user, and distanced a minimum of 2 meters apart. Makeup artists must be wearing appropriate Personal Protective Equipment (PPE) while applying makeup, and requested to have their temperature measured before and after each application.
WARDROBE
Assisted styling is allowed for featured cast only.
Before and after styling, both talent and stylist are required to wash or sanitize their hands.
The stylist must be wearing appropriate Personal Protective Equipment (PPE) and maintain social distancing.
It is not permitted that wardrobe items be reused on different people. Each item must be properly sanitized before and after each use.

All background talents should, to the greatest extent possible, wear their own clothes and dress from home. In the event that this is not possible, productions are required to provide dressing facilities where social distancing measures can be maintained.

VIDEO VILLAGE (DIT)
Video village should be set up outside, if possible.

HOLDING AND COMMON AREAS
All common and holding areas for talent should be set up outside the set, if possible.

Seating should be arranged in such a manner as to apply the required distancing, and prescribed seating should minimize social interaction between departments. This means that at-work groupings should be maintained on breaks.

Common holding areas must be cleaned properly before and after usage.
SECTION 6

PRECAUTIONARY MEASURES
In addition to the Government’s requirements to limit the spread of COVID-19, there are measures that should be taken to ensure the risk of contamination is minimized on set.

**MASKS**

Productions must provide masks for all people on set. These should be used in interior spaces where social distancing can be difficult to maintain consistently.

Employers and productions must provide clear guidance as to how to put on masks and remove them safely. They should also strongly emphasize that masks are not a substitute for social distancing. It is recommended to used three-layered surgical masks, while making sure that they are worn as per the manufacturer’s instructions.

**VENTILATION**

To minimize the risk of infection due to aerosol particles, it is recommended to prioritize ventilation of all interior spaces either by means of open windows or mechanical ventilation (closed circulation Air Conditioners should be excluded).

**AWARENESS**

Productions must create and distribute signs containing public safety precautions, and ensure that these signs are positioned at the location entrances, meeting rooms, toilets and in frequently used workplaces.
EQUIPMENT AND PRODUCTION SPACES AND OFFICES

Personal equipment (headsets, microphones, radios, etc.) should be cleaned before used. Wherever possible, personal equipment should be used exclusively by the same person for the duration of the production. As much equipment as possible should be wiped down with antiseptic wipes regularly and whenever used by different crew members.

Production sets, studios, dressing rooms, hair and makeup and other departments should have an enhanced cleaning routine and those physical spaces should be regularly disinfected. Productions should only use manual cleaning and disinfecting methods.

All areas should be kept well ventilated; and as much as possible, the length of time spent in any workspace should be limited and employees allowed to take regular breaks for fresh air.

INTERNATIONAL AIR TRAVEL

Use airlines which are following appropriate physical distancing and hygiene practices.

Advise crew of safe practice requirements at the country of destination; confirm COVID-19 safe practice requirements and known associated risks at the destination before booking (changes may have occurred locally/internationally since location was chosen).

It is recommended to use local crew and contributors to help minimize the need for travel.

EMERGENCY PROCEDURES:

Producers should specify procedures for a pandemic plan in the event of confirmed COVID-19 cases for identifying and informing persons at risk of infection. Such procedures must include reporting the case(s) to the Ministry of Health COVID-19 hotline on (193) immediately and without any delay.
Stay safe and looking forward to welcoming you in Jordan!