HEALTH SAFETY GUIDELINES FOR FILMING

#safety first

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INTRODUCTION

In order to protect domestic and foreign productions filmed in Morocco, whether cinematographic or audiovisual, against the spread of the COVID-19 virus, the CCM has established new practices to provide a secure environment for all productions.

Depending on the type of production, certain measures may seem too costly or too restrictive, keep in mind that they can save lives.

They may also seem repetitive, but they are intended not only for production but also for teams.

Contamination on set will risk quarantining the entire crew with a definite halt to filming.

PLEASE FIND BELOW THESE GUIDELINES
A/ FOUR ESSENTIAL STEPS:

1. Distanciation
2. Public Hygiene
3. Behaviour
4. Change

Please see these four steps outlined below:

1. DISTANCIATION

NO VISITORS: Absolutely no person foreign to filming is authorized on a set, the production offices, whether or not located at the headquarters of the production company, or on the construction sites of sets or in the studios, and whose presence is not necessary. Only actors and essential film crew will be allowed on the premises.

- Maintain a minimum distance of 2.00 m between technicians unless absolutely necessary.
- Avoid unnecessary physical contact and to touch your face.
- Increase the distance between actors and team members. No member of the team should be near an actor unless he belongs to the DMH (Dress-Up-Makeup-Hairstyle) or Sound department. All technicians MUST wear masks when near an actor.
2. HYGIENE
Obligations of the production:

- Supply masks and visors to actors and members of the crew, which they need to wear off camera.

- Remember that masks must be changed every 3 hours and that visors must be regularly disinfected.

Hygiene stations: Several places with disinfectant hand gel must be available and visible on each location, set, dressing rooms, base camp and production office.

- Actors and the crew should also be asked to wash their hands frequently with soap and water.

- Whether for outdoor or indoor filming, production must imperatively provide sanitary facilities with sink and soap.

- The production will also have to supply tissues and a basket to dispose of them, which does not require manual contact, both in production offices, and on sets including sites in preparation.

- Production will install footbaths with disinfectant product for the shoe soles at the entrance of all workplaces (office, decor or set indoors, workshops ...)

- Production must supply disposable disinfectant wipes so that commonly used surfaces can be wiped down before each new use.

- Deliver individually wrapped meals or catering services.

- Provide a cleaning company to daily clean the production offices, the various sets if necessary, as well as the workshops and the possible studios.

- Frequently disinfect sets, accessories, costumes, equipment (Camera, Crane, Dolly, lighting projectors, etc.) and other.
3. BEHAVIOUR

- If a team member feels ill, with fever, cough or breathing difficulties, he should stay home and immediately report to his supervisor.

- If in the entourage of a crew member someone has fever, cough or breathing difficulties, this technician or actor must stay at home and immediately inform his superior. He will only be allowed to return to work after a screening test or a 15 days quarantine.

- As far as possible, the production will have to carry out body / temperature controls of the members of the technical-artistic team and of any person entering the set, the preparation sites, the workshops or the offices etc.

![It is recommended to have a doctor or a nurse on site.]

- The video assist must remain reserved for certain members of the filming crew, all 2m from each other. All non-essential personnel must stay away from it.

4. CHANGE

- The producers, or their representative on the set (production manager, stage manager, etc.) must keep in mind the imperatives of this period: the health of the technical-artistic team.

- We are going to live a new era of film and program production where flexibility and compassion towards the teams must prevail over economic considerations.

**B/ COMMUNICATION FROM PRODUCTION TO THE FILM CREW:**
Before the start of preparation and / or filming, the production must inform the members of the technical-artistic team of the following provisions:
1. IF YOU FEEL ILL AT HOME:
“"If you feel ill, with fever, cough or breathing difficulties, stay at home and tell your supervisor immediately. If necessary, please consider calling medical services immediately. Call the emergency services and inform them of the symptoms (080 100 47 47 or allo SAMU 141). If the symptoms mentioned above persist, please do not return to work until production permits.»

2. IF YOU FEEL ILL ON THE WORKPLACE:
“"If you feel ill with a fever, cough or breathing difficulties during work, inform your supervisor immediately and leave the premises. If you can’t leave, try to find a secluded place to wait or rest until production can arrange transportation. If you have not already done so, please wear both a face mask and gloves. Once at home call emergency services (080 100 47 47 or allo SAMU 141) and inform them of the symptoms »

3. IF YOU HAVE BEEN EXPOSED:
“"If you were in close contact with a suspected or known COVID-19 case, you must quarantine yourself at home for 14 days. Close contact is defined as being less than 2m from the person affected for more than 10 minutes, or having had unprotected direct contact with the patient’s respiratory secretions (e.g. coughing or sneezing on the face). Call the emergency services and inform them of the symptoms (080 100 47 47 or allo SAMU 141) »

C/ DETAILS OF THE SAFETY GUIDELINES:

1. CLEANING SERVICES:
All common areas, tables, etc. must be wiped down periodically with a disinfectant cleaning product. A cleaning team must be hired by the production to disinfect the production offices, workshops and interior sets daily. These people must be checked by the same protection protocols as the rest of the team, before starting their work. When production begins, the role of on-site catering staff can shift from distributing meals or sandwiches to cleaning and disinfecting.

The sets, accessories, costumes, workstations, and other items commonly affected must be frequently disinfected (at least daily and as often as possible). Production should also consider a discussion on how to improve the ventilation system on the interior sets, in production offices, etc. Avoid air conditioning if you cannot change air conditioner filters regularly. Plan to install footbaths for the shoe soles at the entrance of all workplaces (office, interior sets, workshops ...), remember to change the disinfectant twice a day.
2. CONTRIBUTE TO STOP THE SPREAD OF VIRUS:
As a reminder, there are certain precautions that all productions can take to protect their teams: Display posters in Arabic and French on A4 posters with: «STOP THE SPREAD OF VIRUS» both in production offices and on different sets and stages and in all toilets. Also remember these guidelines during daily safety meetings.

- Avoid physical contact including handshakes and hugs.

- Avoid touching your eyes, nose or mouth.

- Cover your sneeze or cough with a disposable handkerchief, then throw it in the trash. If tissues are not available, cough / sneeze into your elbow and wash your hands immediately or use hand sanitizer gel.

- Frequently clean and disinfect affected objects and surfaces using a household cloth or spray.

- Wash your hands with soap and water for at least 20 seconds, especially after using the toilet, before eating, and after blowing your nose, sneezing, or coughing.

- Require that the actors and the filming crew wear masks and visors (either supplied or their own) when possible and when they are off camera.

- Wipe all accessories and equipment before and after use by each person.

3. CATERING SERVICES:
All members of the catering team should always wear gloves. Everyone working in this department should wash their hands every 30 minutes and before and after preparing any food.

- Use single-use individual water bottles and disposable cups for tea and coffee.

- Wrap metal or plastic cutlery in a towel so that people do not take it among other cutlery in a basket, bowl or box.
Split the meal time into several parts to avoid too many people in the canteen.

Any food that can be individually wrapped should be. No intact food or snacks should be left on the premises. Avoid common salad bowls or containers such as tagines or chafing dish. Food freshly cooked by the restaurant must be covered if it is not served.

Whenever possible, catering staff should tend meals to members of the technical-artistic team rather than letting them serve themselves in open containers, buffets, etc. The catering services must be provided with a perimeter to avoid gatherings of the team and/or the actors. The members of the team must NOT gather around a table or while respecting 2m.

The team and actors are also encouraged to bring their own containers and utensils, etc. for their personal use. Production should consider performing a service like take out. Production may consider offering team members and actors a choice in the morning, and then having these meals delivered to each department. The food service must provide prepackaged sandwiches and snacks, the idea being to reduce the need for on-site catering.

Consider spreading the lunch hour in two or three times (or more) to avoid too many people in the canteen. Finally, a reduction in the presence time to 10 hours on the filming (versus 12 hours or more) can help keep the team and actors less tired and their immune systems stronger.

4. THE VIDEO ASSIST:
It should only concern the director, the script and the DOP, all 2m apart. Access to non-essential persons must be prohibited. There may also be a separate video assist for producers all 2m apart. The production will remove any additional chair and set up a guard to monitor the premises and keep away any non-essential personnel.

5. SOCIAL DISTANCINATION:
As far as possible:

- Increase the physical space between actors and filming crew members to a minimum of 2m.
- Limit meetings. Use video calls / conferences as much as possible.
Remind the actors and the crew that during preparation and filming the social directives to be considered outside of production (eg. give up traveling - if the authorities authorize them again), to frequent places populated, such as supermarkets, shopping centers and if they are opened again cafes, restaurants, cinemas, etc. ... (Better: Stay confined at home when leaving the set or one of the workplaces of the production).

No member of the team should not be less than 2 m from an actor unless he belongs to the DMH (Dress-Up-Makeup-Hairdressing) or Sound department. And everyone must wear masks and visors when they are close to an actor.

Actors must not be allowed on the set until the electricians and the grips are off set (except grips assigned to the dolly or the crane). Limit the number of people with whom they come into close contact.

All persons working with bags or cases (Hairdressing, Make-up, etc.) must stand 2m away.

6. CREATIVE CONSIDERATIONS:
- Take precautions when shooting scenes with a large crowd - eg. people should not linger in groups unless necessary.
- In so far as the work plan allows, postpone the crowd scenes as late as possible in the schedule.
- Consider reducing the number of extras; consider using CGI as much as possible.

7. PROACTIVE HEALTH CONTROL:
- If the production has the means to have a doctor on the set, make sure that the latter is well informed of the procedures and precautions relating to COVID-19. All caregivers (doctor or nurse) must be properly prepared with protective equipment and essential materials.
- No admission to the stage should be authorized for any member of the technical-artistic crew who presents symptoms of respiratory illness, including fever or cough.
- All members of the technical-artistic crew must agree not to appear on the stage if a family member has symptoms of respiratory illness, including fever or cough. They must also undertake to immediately inform production.
If the supplies and logistics allow, production must carry out body temperature checks of the technical-artistic team and of anyone entering the set, production offices, etc.

**D/ SAFETY SUGGESTIONS DURING PREPARATION, PRODUCTION AND OR WRAP:**

The information and actions listed below are not mandatory for production, but are strongly encouraged:

- The production must discuss what can, during the preparation, be done in telework with the production, the accounting, and the personnel of the art department working at home. Teams should only come to work in the office if necessary.

- Hire a cleaning team which will come every morning and/or evening to clean the floors, offices, door handles, etc.

- The production must limit all scouting. Only the necessary people must participate with only 2 people per car, depending on the size of the vehicle.

- For technical scouting, single people should travel while driving, as far as possible.

- Consider video scouting as much as possible.

- Consider having a doctor reachable during preparation, or a designated office person who is responsible for ensuring office resources and available to provide any team member. This person should have thermometers, hand disinfection gel, Paracetamol, and masks available and on hand at all times.

- As mentioned above if the production has the means to hire a doctor, this will help manage the established security and ensure that the teams respect these protocols.

- Plastic visors, hand disinfection gel and disinfectant wipes must be purchased by the production and available at all times (this being separate from the fact that it is presumed that the doctor or the person responsible for the production of the monitoring of this protocol will have some with them). You must have an office location where these supplies will always be stored.
- Provide masks to actors / crew members who must be close to each other, on set or in the office.

- At the office or on the set, everyone must respect a distance of 2m from the other team members.

- Consider videoconference calls as much as possible.

- Forbid large meetings.

- Avoid shaking hands, touching your fists or elbows, or any other physical contact. Also avoid sharing office tools and supplies as much as possible.

- To access the office, everyone must use the antibacterial gel placed at the entrance, each time they arrive on site.

- Office staff should wash their hands every hour with soap and water.

- Avoid using someone else’s, IT tools, etc. but if you have to, please make sure to clean and disinfect before and after..

- Only essential personnel will be authorized in the production office or on the set.

- Minimize team members around the camera when actors are on set.

- Give up traveling, frequenting crowded places such as cafes, restaurants, cinemas, theaters, hammams, supermarkets, shopping centers and any other very busy place (or even strongly limit their attendance fifteen days before filming).

- Avoid visiting the elderly or people with symptoms that match those of the coronavirus.

- In the case of transport with several minibuses, designate a minibus and a place for each member of the team for the duration of the shoot and take up one in two places.
• At the doors of the studio or indoor sets, consider if possible, taking the temperature of the actors and members of the technical team. People can receive either a colored tablet on their phone, or a colored strip on their wrist or around their neck, showing that they have been tested and are in good health.

• Even consider delivering meals individually to the different departments. Orders can be placed with the catering provider at the start of each day, or the day before.

• Cleaning staff must be ready to disinfect surfaces, restaurant tables, chairs and equipment at the start of the day, during meal service and at the end.

• Materials, accessories, costumes, workstations, and other items commonly affected must be frequently disinfectned.

• Take increased measures to clean and disinfect all departments, toilets and other sensitive points several times a day. The management must carry out a thorough cleaning at the end of each day.

• Sanitary supplies must be increased (soap, papertowels, handkerchiefs, contactless garbage cans, disinfectant).

• Disinfect transport vehicles.

• Provide permanent hydration to office staff or on the set or on the sites in preparation.

• Consider, as far as possible, personal drivers for the actors.

• For actors who have scenes that require a certain privacy, consider planning these scenes strategically by reviewing with the director his technical breakdown.
E/ FILM CREW BREAKDOWN

Production is divided into 3 teams + remote staff :

1. TEAM 1 - SET : (20 peoples max)
   - Director
   - Producer
   - Actors
   - 1rst AD
   - DOP
   - 1st Camera Assistant
   - 2nd Camera Assistant
   - D.I.T (Digital Imaging Technician) or Data Manager (1 person only)
   - 2 electricians (max.)
   - 2 grips (max.)
   - Specific production team on the set (UPM or location manager)
   - Set costumer
   - Props Master
   - Script Supervisor
   - Genny Operator (if needed and must stay out of the set)

Please consider that during shoot the set should be in constant rotation. Any and every crew member should leave the set as soon as his part of the job is done.

2. TEAM 2 - BASE CAMP :
   - 2nd AD
   - DMH staff including costume designer
   - Drivers
   - Catering
   - Assistant location manager #1

3. TEAM 3 - SET DESIGN
   - Production designer
   - Art director
   - Set dresser
   - Assistant location manager #2
REMOTE STAFF:
As far as possible, the personnel below must not access teams 1-2-3.

4. BUYERS:
   - Set designing buyers
   - Building buyers
   - Wardrobe buyers

5. PRODUCTION OFFICE STAFF
Among these staff, encourage telework whenever possible.
   - Production director
   - Production assistant
   - Production coordinator
   - Production accountant
   - Accounting assistant
   - Transport coordinator
   - Casting director
   - Location scouter

6. POST PRODUCTION
Your traditional post-production team, provided that the rules of social distancing and hygiene already enacted above are respected.

Again, among this staff, encourage telework whenever possible.

F/ PURCHASING DELIVERY AND RECEPTION PROCESS

STEP 1
As is customary, buyers and / or renters of furniture and / or props or costumes, items for production, etc. will begin to purchase the materials and components necessary to use either during preparation or during production.

STEP 2
Once the items have been purchased, they will be brought to a designated «Quarantine Storage» location (see below). There, all the elements must be wiped and cleaned, before being brought to any workspace (office, set, sets in prep, workshop ...). Set construction materials (wood, plaster, CP sheets) are not affected.
STEP 3
The truck drivers will deliver all the necessary elements to the Base Camp (Team 2) or to the production office (Remote Group 2). The designers will deliver their purchases to Team 3 (Sets in preparation).

STEP 4
The drivers will deliver all the materials that must go on the set (Team 1) from the Base Camp (Team 2).

G/ INSTRUCTIONS FOR EACH DEPARTMENT

To all departments: Avoid paper as much as possible. Scripts, call sheets, memos etc. should be sent in pdf or other electronic format. Remember: Everybody work with their smartphones nowadays.

1. SCOUTS
As far as possible and to limit travels, the sets will be selected as a group around the base camp. If they are interiors, they must be rented long enough before the shooting date, so that the set design dept can equip them and close them in quarantine for the required period of time. It is also necessary to plan at the time of rental a longer rental period so that the sets can be quarantined for the required period of time after their shooting days.

Favor locations with already existing photos (archives or photos proposed by the location owner). If the production hires a location scouter he should never be in contact with a member of the film crew, if necessary, he will have to operate according to the rules of social distancing (2m).

2. DIRECTOR & AD’S
- The director will do all of his prep meetings by videoconference from his home.
- The 1st AD will be the only assistant on the set.
- The 2nd AD will work from the base camp, ensuring that the actors are called and prepared for the set, according to the 1st AD call.
- All call sheets, transport sheets and any memos will be distributed digitally by 2nd AD.
- There will be no 3rd AD nor trainee.

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3. ACTORS
- Limited characters-scrips should be developed and / or modified to minimize the number of actors present at the same time on set.

- The schedule must be established so that there will be a very limited number of trips for actors.

- The actors and their drivers need special attention because they are the only members of the production who circulate between the base camp crew and the set crew.

4. GRIPS & ELECTRICS (G&E)
- The shooting must take place entirely with a maximum of 4 people from the G&E department.

- All members of the two departments are supposed to adapt to help each other in order to reduce the size of the team required. On a restricted shoot (a commercial for example), this can be reduced to 2-3 G&E crewmembers.

5. CONTINUITY
The role of the script supervisor becomes even more important on the set because she will be the look on the set for the DMH Departments. As there will be no representatives of these departments (except for one dresser), the script supervisor will receive the actors when they are sent to the set and will confirm that the costumes and appearances (makeup-hairstyle) are in harmony and consistent with the scene to be shot.

6. SOUND
The Sound Engineer will operate ALONE, with the obligation to disinfect the devices before and after equipping the artist with mics. As seen above (team 1), there will be no boom operator.

7. LOCATION MANAGEMENT
a) LOCATION MANAGER
The location manager will work remotely for the entire duration of the shooting. He will be able to supervise the prep of the set and the base camp but without entering it. It will never be necessary for him to attend the shooting.
b) ASSISTANT LOCATION MANAGER N°1
The assistant location manager will be responsible for being with the film crew and maintaining the set.

c) ASSISTANT LOCATION MANAGER N°2 (POSSIBLE)
He will be responsible for preparing the sets to come on the schedule.

8. SET DESIGN
a) PREPARATION TEAM
The set design crew in charge of setting the set will operate largely as a separate group from production.

- They will go on the set before the shooting and install their furniture and props entirely.
- These sets must then be closed for 3 days to allow the viruses on the surfaces to die.

b) PURCHASING TEAM
See above the process of delivery and receipt of purchases

- A team of separate and isolated buyers will purchase all of the furnitures and/or props.
- These items will then be stored for 3 days (the time necessary for their disinfection).
- After this period, items can be taken by the set design crew members, for their use.

9. WARDROBE DEPARTMENT
- The costume designer and the dressers will work from the base camp if there is one, or outside the set (or in the costume truck) by dressing the actors and sending them on the set, ready to shoot.

- Except for ONEdresser, there must be no member of the costume department on the set.
The actors will be sent dressed on the set and their costumes will be confirmed by the script supervisor and the dresser.

Adjustments must be made at base camp or in the costume truck. Each actor’s wardrobe will be individually stored in bag separate from the costumes of other actors.

A single buyer will buy the costumes and place them in quarantine storage for the required period (3 days) before the wardrobe team takes charge of them.

10. HAIR AND MAKEUP DEPARTMENT
- One person at a time will be made up in the makeup room or truck.
- The actors will be prepared at base camp and sent to the set to have their appearance confirmed by the script.
- Application tools and makeup supplies will be purchased for each cast member and will only be used for that actor individually. These supplies will be kept in individual bags for each actor.
- In order to limit contact, the actors will remove their makeup themselves at the end of their day. Make-up removing products must be made available to them.

H/ GENERAL NOTES

1. QUARANTINE RULES FOR THE CREW
All crew members on the set, the base camp and the sets in prep will agree to strict lock down at home during shooting.

2. NUMBER OF SHOOTING HOURS
To allow for a calm and careful approach to production, shooting days will be limited to 10 hour days to ensure the crew remains rested and alert.

3. QUARANTINE STORAGE
- The production will provide 4 quarantine lockers (or crates or canteens) operating in rotation for equipment and the purchase of props / costumes which cannot be disinfected.
- On any given day, a locker will be opened to receive new acquisitions.
At the end of the day it will be sealed for 3 days.

The next day, the locker that has completed its quarantine period will be opened, and the elements of its contents will be delivered to the set and it will remain open to be able to receive the acquisitions of that day.

These lockers will operate with a quarantine rotation for the entire production period and will be disinfected between every storage.

I/ GENERAL PROCEDURES TO RECALL

1. WEARING A MANDATORY MASK AND A RECOMMENDED VISOR.

2. HAND WASHING
Wash your hands with soap and water or use a commercial hand sanitizer containing at least 60% alcohol:

- After blowing your nose, coughing or sneezing
- Before and after going to the bathroom
- Before eating or preparing to eat
- After contact with animals and pets
- Before and after providing usual care to another person in need of assistance (e.g., a child)
- Before and after cleaning your work items and tools.
- Wear disposable gloves and make sure you have adequate ventilation when using disinfectant chemicals. Read the labels on the cleaning products.
- Wash your hands after removing disposable gloves or when cleaning is done without gloves due to impracticality or lack.

3. CLEANING OF SURFACES:
- Wear disposable gloves. Wash hands immediately after removing gloves.
- If the surfaces are dirty, they should be cleaned with detergent or soap and water before disinfection.
For disinfection, diluted household bleach solutions, alcoholic solutions with at least 70% alcohol, and commercially available household disinfectants should be effective.

- Household bleach solutions can be used if the surface is suitable. Follow ventilation. Make sure that the product’s expiration date has not passed. Never mix bleach with ammonia or any other detergent.

4. CLEANING TEXTILES
- Wear disposable gloves and a mask when handling dirty linen and remove them after each use. Wash hands immediately after removing gloves.

- If the gloves are not worn when handling dirty linen, make sure to wash your hands well afterwards.

- If possible, do not shake dirty laundry. This will minimize the possibility of the virus being released into the air.

- Wash items properly according to the manufacturer’s instructions. If possible, wash items using the warmest water appropriate for them and dry them thoroughly. Clean and disinfect the laundry baskets according to the guidelines above, concerning the surfaces.