

# SARS-CoV-2 Occupational Health and Safety Standard Recommendations for film productions

## General information on the implementation of the SARS-CoV-2 Occupational Health and Safety Standard

The operational risk assessment is of particular importance in times of Corona. The aim must be to protect employees from infection and prevent the virus from spreading further. The employer (producer) is responsible for enforcing the specified protective measures.

The producer is obliged to raise objections should artistic requirements with regard to set and acting be incompatible with the applicable protective measures.

The benchmark for determining protective measures is the “SARS-CoV-2 Occupational Health and Safety Standard” of the German Federal Ministry of Labour and Social Affairs (BMAS), dated 16.04.2020.

### Guidance for film productions

The following measures are specifically required for film production to implement the “SARS-CoV-2 Occupational Health and Safety Standard”:

#### Principles:

- Reduce direct contact with other people to a minimum. A minimum distance of 1.5 m must be maintained.
- Always observe the following hygiene measures:
  - Greeting without physical contact,
  - Coughing and sneezing into a disposable tissue or the crook of your arm, and turn away from other people whilst doing it
  - Wash your hands regularly and thoroughly.
- Plan sufficient time for the individual departments so that they can work one after the other.
- In order to ensure that the minimum distance of 1.5 m can be maintained, the room size should be deter-

mined according to the number of persons required or the number of persons present in rooms must be limited. The rooms must be ventilated several times a day for several minutes.

**Note:** The space should be of correspondingly large size for scenes where there are roles involving a lot of movement and excessive amounts of talking. You will find information about this in the “SARS-CoV-2 Occupational Health and Safety Standard – Recommendations for the Stage and Studio Sector for Rehearsals and Performances” of the VBG (in its latest version).

- If the minimum distance of 1.5 m cannot be safely adhered to, smaller work groups should be formed within the crew and for them to work together on a constant basis. Moving between the working groups should be avoided. Other substitute protective measures are necessary here, but, as a minimum, the wearing of face

coverings. The formation of permanent work groups is preferable to an organisation with a high rate of staff turnover.

**Note:** In principle, technical protective measures have priority over organisational and personal measures.

- It is important to ensure that possibly infected persons and persons with known symptoms (cough, sniffles, sore throat, fever, breathing difficulties) do not come to the set.
- In general, the presence of people on the set must be reduced to a minimum. The contact details of people and the times of arrival and departure must be documented.
- A supervisor must be appointed and accordingly trained by the employer to check the operations on the ground. This person should be given the authority to monitor and enforce the measures of the SARS-CoV-2 Occupational Health and Safety Standard.

#### Organisation:

- Offer the employees advice by telephone from the company doctor.  
**Note:** Particularly important for employees who suffer from chronic respiratory diseases (e.g. asthma) or deleterious effects on the immune system.
- Only make essential on-site appointments.
- Meetings should preferably be held on the telephone, by video conference or e-mail.
- Ensure that each employee is provided with a sufficient number of face coverings available.
- Make disinfectants (at least “limited virucidal”) and skin care products available to all employees.
- Draw up a risk assessment.
- Stipulate access restrictions for the various work areas. Visibly mark the work areas.  
**Note:** It is recommended that at least one hand washing and/or disinfection facility as well as cleaning and disinfection agents are provided in every area.

#### Instruction of employees:

- Instruct all employees about:
  - the dangers posed by the coronavirus and the protective measures required to minimise them
  - the necessary hygiene measures (e.g. order number BG ETEM S040)  
**Note:** The company doctor should assist with the instruction.
  - General rules of conduct and protective measures  
**Note:** Poster about general protective measures (e.g. order number P COR1) should be displayed.
- **Note:** It is important to ensure that employees with poor knowledge of German also understand the instruction.
- Require employees to observe the protective measures as stipulated in the risk assessment.
- Document instructions accordingly.

#### Cleaning:

- Provide a sufficient number of washing facilities with liquid soap and paper towels. Instruct and display rules for hand hygiene (order number S040).  
**Note:** Water should be provided in canisters or dispensers with disinfectants should be installed if running drinking water isn’t available.
- Preparation of a cleaning concept for the entire premises in consultation with a specialist cleaning contractor. The cleaning should be undertaken by qualified personnel.
- Regularly clean or disinfect surfaces such as door handles, handrails and surfaces in sanitary facilities and communal areas.
- The cleaning agent used should be fat-dissolving and the disinfectant used at least “limited virucidal” and deployed in line with the manufacturer’s instructions.
- Organise proper disposal of used masks, gloves and tissues.

#### Location:

- Reduce direct contact with other persons to a minimum. The minimum distance of 1.5 m must be maintained.
- The minimum distance of 1.5 m may only be shorter in reasonably substantiated exceptional cases. The minimum of a face covering must be worn to prevent the infection.
- When planning the location, allow for longer periods of prep and strike so that all the departments can work one after another.
- Undertake location tours in small groups.  
**Note:** The stipulated details should be documented accordingly.
- Choose the film location (room dimensions) according to the number of people required so that the minimum distance of 1.5 m can be maintained.  
**Note:** One should opt for outdoor locations wherever possible.
- Check before scouting/choosing a location whether possibly infected persons or persons with known symptoms (cough, sniffles, sore throat, fever, breathing difficulties) can stay there.

#### External companies, extras, outside individuals:

- Reduce direct contact with other persons to a minimum. The minimum distance of 1.5 m must be maintained.
- The minimum distance of 1.5 m may only be shorter in reasonably substantiated exceptional cases. The minimum of a face covering must be worn as an alternative protective measure.
- Goods, service-providers and visitors must be met in the entrance area.
- Brief all self-employed and freelance individuals, such as riggers, lighting technicians, make-up artists, and oblige them to comply with the stipulated protective measures.

- Ensure that all employees of external companies and extras are provided with face coverings.
- Divide extras into small groups and keep these constant. Avoid changes within the extras wherever possible.

#### Catering:

The “Supplement to the Risk Assessment as defined by the SARS-CoV2 Occupational Health and Safety Standard for the Hospitality Sector” from the BGN (in the latest version) should be applied for the catering.

The following points are particularly relevant:

- Reduce direct contact with other persons to a minimum. The minimum distance of 1.5 m must be maintained.
- The minimum distance of 1.5 m may only be shorter in reasonably substantiated exceptional cases. The minimum of a face covering must be worn as an alternative protective measure.
- Ensure that the catering complies with the hygiene standards of the catering industry.
- Arrange working and break times in such a way so that as few people as possible are present in the break areas at the same time.  
**Note:** The maximum number of people allowed in the break area should be stipulated in accordance with local requirements so that the minimum distance can be maintained. This can also be ensured by creating several break areas.
- Establish and demarcate traffic routes. Ensure that traffic routes are wide enough. If necessary, use the “one-way regulation”. The directions of movement must be correspondingly far apart.  
**Note:** Any narrowing of the available space (e.g. through objects being in the way) should be avoided.
- Apply social distancing markers, e.g. in the queue, to maintain the minimum distance.
- Arrange the tables and seating in the break areas in such a way that the minimum distance of 1.5 m is maintained in all directions.  
**Note:** The federal state regulations regarding company canteens should be observed.
- Serve the meals or provide it in pre-packaged form.  
**Note:** The food should not be offered in open form (buffet, self-service).
- The personnel must wear disposable gloves and face covering when serving food.
- The cutlery should be individually wrapped.
- Ensure that hands are washed or disinfected if coming into contact with used glasses, crockery and cutlery, e.g. when clearing tables.

#### Transport:

- Reduce direct contact with other persons to a minimum. The minimum distance of 1.5 m must be maintained.
- The minimum distance of 1.5 m may only be shorter in reasonably substantiated exceptional cases. The minimum of a face covering must be worn as an alternative protective measure.
- Minimise contact with other people on arrival and departure.  
**Note:** Avoid crowded public transport vehicles. Travelling with your own car, bicycle or similar reduces the risk of infection during the journey.
- Separate the driver’s space from the passengers, e.g. by a screen partition. You will find helpful information in the BG Verkehr fact sheet “Coronavirus – Protection Against Infection in the Taxi Industry” (in the latest version).  
**Note:** The space next to the driver should be kept free.
- Ventilate the vehicle regularly.
- Depending on the size of the vehicle, limit the number of passengers so that the minimum distance is maintained.  
**Note:** Shared use of the vehicles should only be made by members of a fixed team.
- Cleaning/disinfecting the contact surfaces, e.g. steering wheel, armrests, fittings used, safety belt, at regular intervals and after changes of personnel.
- Providing the vehicles with paper towels, garbage bags and cleaning or disinfection agents.

#### Sound:

- Reduce direct contact with other persons to a minimum. The minimum distance of 1.5 m must be maintained.
- The minimum distance of 1.5 m may only be shorter in reasonably substantiated exceptional cases. The minimum of a face covering must be worn as an alternative protective measure.
- Preference should be given to the use of boom mics.
- Thoroughly disinfect the sound equipment that people come into contact with (hand, lapel, boom microphones etc.) before and after use.
- Fit hand microphones above the popscreen with personal plastic covering. Replace/remove the plastic covers using face covering and gloves.
- Wiring should preferably be installed by the actors themselves under the supervision of qualified personnel. The minimum distance of 1.5 m should be maintained here.
- If the wiring has to be installed by a sound technician where the minimum distance of 1.5 m cannot be maintained:
  - Both persons wear face covering
  - The sound technician wears disposable gloves or
  - Thoroughly clean and disinfect the hands before beginning and after completing the procedure.

### Wardrobe/costume:

- Cast members change or dress without assistance from the staff of the wardrobe/costume department.
- Avoid contact by third parties with the cast members' own clothing and accessories. Define and demarcate storage areas.
- Store and mark the cast members' costume parts and items of clothing separately so that there aren't any mix-ups.
- Disinfect jewellery and accessories after use.
- If the support of a staff member from the wardrobe/costume department is required where the minimum distance of 1.5 m cannot be maintained:
  - Both persons wear a face covering
  - The staff member of the wardrobe/costume department wears disposable gloves or
  - Thoroughly clean and disinfect the hands before beginning and after completing the procedure.

### In front of the camera:

- Reduce direct contact with other persons to a minimum. The minimum distance of 1.5 m must be maintained.
- The minimum distance of 1.5 m may only be shorter in reasonably substantiated exceptional cases. The minimum of a face covering must be worn as an alternative protective measure.
- In principle, technical and organisational protective measures must be defined so that the minimum distance does not have to fall below 1.5 m. For example, by
  - adapting the script to avoid scenes with an increased risk of infection (e.g. intimate scenes such as hugging, greetings and scenes with a large number of people),
  - increased use of digital postproduction,
  - Reducing distances by means of long focal lengths.

If the aforementioned protective measures cannot be adhered to, the shoot should in principle only be undertaken in accordance with the quarantine measures for the respective individuals as listed in Appendix 1.

Where even this isn't possible in plausible exceptional cases, it is then **mandatory** for the following conditions to be upheld during the film shoot:

- Strict the limit of the time spent not adhering to the minimum distance (e.g. by limiting people coming closer to just a few moments for a maximum of one minute),
- no face-to-face contacts,
- no direct physical contact (exclude any contact with other persons),
- no scenes with dialogue

This exception does not apply to rehearsals since the required protective measures can be observed here. More information is described in, among others, the VBG's "SARS-CoV-2 Occupational Health & Safety Standard – Recommendations for the Stage and Studio Sector for Rehearsals and Performances" (in the latest version). **Note:** Quarantine measures are not required for persons living together in a household or a household-like community.

This also applies to documentary-style shoots where individuals, who are not professional protagonists, have been selected for interview situations and are not maintaining the minimum distance from one another.

### Equipment/props:

- Personalise equipment and props wherever possible.
- Clean or disinfect equipment and props that are frequently shared before passing them on.
- The contact surface of equipment where there is contact or proximity to the face, e.g. cameras or walkie-talkies, must be disinfected. If possible, this equipment should also be personalised.
- Replaceable protective covers should be attached to walkie-talkies or similar.

### Make-up:

The regulations issued by the federal states to combat the coronavirus must be observed for activities coming into close proximity with the body and face.

The activities of staff in the make-up department coming into close proximity with the body and face are comparable to those of beauty salons and hairdressers. The following occupational health and safety standards issued by the leading professional association BGW (in the latest version) should be applied:

- "SARS-CoV-2 Occupational Health and Safety Standard for the Hairdressing Trade".
- "SARS-CoV-2 Occupational Health Safety Standard for Beauty Salons"

The following protective measures are particularly relevant in accordance with the BGW's standard on general hygiene regulations for activities coming into close proximity with the face:

- Safety goggles with side protection/visor
- Respiratory protective mask without exhalation valve (min. FFP2)

- Hand disinfection
- Disposable gloves
- Optional:  
long-sleeved clothing, if possible liquid-repellent

**Note:** A space should be provided for the eventuality that the cast member's face covering has to be removed. The space should be included in the cleaning schedule once the person has left.

## Annex 1 – Quarantine regulations

All those involved, e.g. actors/actresses, must undergo a five-day quarantine even before filming begins. Two swabs are taken in close chronological order. The correct swab technique must be observed and guaranteed. Swabs may only be taken by people who are trained accordingly. A greater certainty of a negative result is achieved by repeating the swabs. People who show the known symptoms are excluded from the procedure. Only healthy or newly infected people may be screened. This leads to a high probability of identifying infected people in time with an adequately performed swab test.

The quarantine must be continued until the corresponding film shoot has wrapped.

This also means that contact is only permitted with other demonstrably non-infected people at the shooting location.

It is possible to undertake a “semi-quarantine” as well as the “full quarantine” in order to make the quarantine's implementation feasible.

### Full quarantine:

Those involved will be quarantined for the duration of the shoot to protect themselves from infection and thus accommodated at an isolated place. Contact to the outside world is not permitted.

### Semi-quarantine:

The semi-quarantine allows those involved to stay in their private apartment. They can move between the isolated areas (private apartment, shooting location). Contact is only permitted to people living in the same household. The slight relaxation of regulations for a “semi-quarantine” compared to a full quarantine is compensated for having additional control measures. These include the detection of signs of the disease by medical personnel – as well as regular testing, detailed rules and controls of conduct, regular disinfection and all activities to achieve sufficient distancing outside of the location. With the semi-quarantine, those involved can travel between the isolated places in a private car without using public transport or having contact to the outside world.

The planned safety measures are being supplemented by tests of the private (household) environment, which are voluntary due to the absence of contractual commitments and the possible inclusion of children. They are carried out once at the beginning and then once again after around halfway into the film shoot. As an alternative to this procedure (for those people who do not wish to undergo the test), every contact by people living in the same household to the outside world must be documented in writing, and the respective protective measures must be set out. In the event that people with unprotected contact to the outside world are living in the same household, the respective employee can only move to the private quarantine location if the contact persons then agree to be tested and the testing period and frequency ensure that there isn't any bigger threat than in the general population during the shoot.

If the tests show that an employee has been infected, the person must be excluded from the shoot. If the test result of a person living in the same household is positive, the employee must also be excluded from the shoot.

**Important:** It must be ensured that the people involved are isolated at the location and do not have any contact with “unprotected” persons.

**Note:** If those involved, e.g. actors, were also in quarantine at another shoot immediately before the current shoot, these days can be added to the minimum number of five quarantine days. The procedure described above must be followed with a corresponding number of swabs.

## Annex 2 – Further information and media

- BG ETEM Corona Hotline: 0221/3778-7777
- Up-to-date and sector-specific information by BG ETEM about the coronavirus at: [www.bgetem.de/corona](http://www.bgetem.de/corona)
- Use of face covering and respiratory protection: [www.bgetem.de](http://www.bgetem.de), web code: 20819581
- Poster for general protective measures (order no. P COR1): [www.bgetem.de](http://www.bgetem.de), web code: M20135025
- Poster for hand hygiene – General hygiene measures (order no. S040): [www.bgetem.de](http://www.bgetem.de), web code: M19965922
- Flyer – 10 tips for pandemic planning: [www.dguv.de](http://www.dguv.de), web code: p010323
- Notice “Shake hands”: [www.dguv.de](http://www.dguv.de), web code: p021429
- Poster for “Protective masks” – What is the difference: [www.dguv.de](http://www.dguv.de), web code: p021432
- Flyer – Coronavirus SARS-CoV-2 – Suspected cases/falling ill at work: [www.dguv.de](http://www.dguv.de), web code: p021434

### Annex 3 – Sources

- BAMS SARS-CoV-2 Occupational Health and Safety Standard (as of 16.04.2020)
- Package of measures for filming during the SARS-CoV-2 pandemic from the “WirSind1Team” initiative (as of 30.04.2020)
- Producers Alliance’s COVID-19 guidelines for film, TV and commercials production (as of 27.04.2020)
- SARS-CoV-2 Occupational Health and Safety Standard for the Hairdressing Trade from the BGW (German Social Accident Insurance Institution for the health and welfare services) (as of 08.05.2020)
- SARS-CoV-2 Occupational Health and Safety Standard for Beauty Salons from the BGW (as of 08.05.2020)
- Supplement to the risk assessment in compliance with the SARS-CoV-2 Occupational Health and Safety Standard for the Hospitality Sector from the BGN (German Social Accident Insurance Institution for the foodstuffs and catering industry) (as of 29.04.2020)
- Fact sheet “Coronavirus – Protection Against Infection in the Taxi Industry” from the BG Verkehr (German Social Accident Insurance Institution for the transport industry, postal logistics and telecommunications) (as of 12.05.2020)
- SARS-CoV-2 Occupational Health and Safety Standard – Recommendations for the Stage and Studio Sector for Rehearsals and Performances from the VBG (German Social Accident Insurance Institution for the administrative sector) (as of 02.06.2020)