

Mandatory Safety Rules

for the Resumption of Content Production

Version 4
09 Feb 2021
Endorsed by



Introduction

The **Mandatory Safety Rules for the Resumption of Content Production** are a result of consultation with key industry stakeholders.

The Mandatory Safety Rules will be applied to film & TV shoots to help minimise the risk of transmission of COVID-19 while allowing work to continue within Government restrictions and safe distancing measures.

The Mandatory Safety Rules will apply to associated sectors that are engaged in audio/visual production with no on-site audience.

Film and TV productions already have strict controls on logistics and personnel movement as standard operating procedures. We will adhere to the national directives on infection prevention and safety measures, and implement these to our standard operations.

This document will be updated as new rules or advisories are published and more sector-specific information becomes available.

Summary of Key Changes for Phase 3

- ❖ Clarification that for “live” singing as part of the production, all productions must adhere to no more than 30 personnel on location, including no more than 10 onscreen talent/performers unmasked at any given time; of the 10 unmasked performers, no more than 5 talent/performers may sing at any given time. Even if the singing performers are masked, they count towards the cap of 5 singers; further, “live” singing talent/performers are required to observe a 2-metre distance from the next person; if the singing requires the talent singing face to face, to observe more than 2 metres.
- ❖ Production must take note that no on-site audiences should be present on location; all personnel should comprise only talent/performers (i.e. cast), crew, and staff. If the production takes place where members of the public might be present, ensure to cordon off production set or area.



Safe Distancing



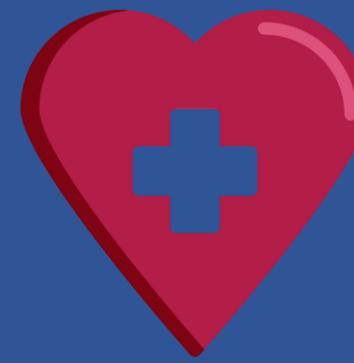
Safe Socialising

- **1 metre safe** distancing is required at all times, for all personnel on location **including onscreen talent/performers**
 - For **“live” singing** as part of the production, **all productions** must adhere to no more than **30 personnel on location**, including no more than **10 onscreen talent/performers** unmasked at any given time; of the 10 unmasked performers, no more **than 5 talent/performers** may sing at any given time. Even if the singing performers are masked, they count towards the cap of 5 singers; further, **“live” singing talent/performers** are required to observe a **2-metre distance** from the next person; if the singing requires the talent **singing face to face**, to observe **more than 2 metres**.
 - (a) IMDA requires companies involved in the following activities **to be registered**: Production of programmes for broadcast and other digital media, such as TV commercials, short narratives, documentaries, feature films, requiring large crew: no more than **50 personnel on location**, including no more than **20 onscreen talent/performers (unmasked)**, at any given time. No live singing is allowed at this production size.
 - (b) For companies involved in all other productions: no more than **30 personnel on location**, including no more than **10 onscreen talent/performers (unmasked)**, at any given time.
 - Unmasking dispensations are to be kept strictly to the fixed cast of onscreen talent/performers (not interchangeable with other non-onscreen performing roles) for the entire production.
 - Stagger working hours and implement tiered arrivals of cast/crew.
 - Implement or enhance shift or split team arrangements. No interaction between teams/shifts, including off-work.
 - Remote Working/Video Conferencing - Video communication on and off-set must be used. Various video conferencing software is available such as Microsoft Teams, Zoom, Skype and Google Hangouts.
 - Companies must ensure there are no unauthorised and unannounced visitors to the production/office. Only authorised personnel as per callsheet allowed at the location.
- All staff/crew should refrain from socialising in the workplace. Please refer to <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>] for the latest advisory from Ministry of Manpower (MOM).
 - No on-site audiences should be present on location; all personnel should comprise only talent/performers (i.e. cast), crew, and staff. If the production takes place where members of the public might be present, ensure to cordon off production set or area. Any person who is not working on the production should not be allowed to crowd around the filming area.
 - Digital recording and/or live streaming of productions/performances or events with on-site audiences should adhere to the respective regulations: [NAC’s Safety Management Measures for live performances](#) and [STB’s Safety Management Measures for MICE](#). Work-related events (conferences, seminars, AGMs etc) should adhere to [MOM’s Safety Management Measures](#).



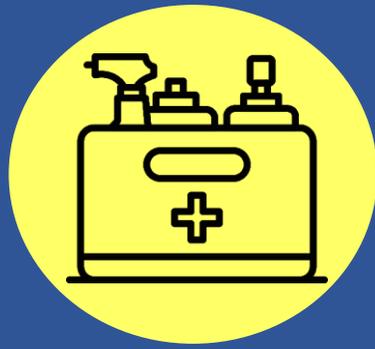
Information Sharing & Contact Tracing

- All businesses must deploy SafeEntry at workplaces for all employees, associates and vendors. All personnel and visitors should check-in and check-out of workplaces using "SafeEntry" to help the MOH in establishing potential transmission chains.
- Full contact details of everyone involved in a project must be collated and kept up to-date, including shift arrangements. Refer to MOM's requirements for safe management measures at workplace. [Link:<https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>]
- Refer to PDPC's advisory for personal data protection measures to consider when implementing safe management measures and solutions. [Link: <https://www.pdpc.gov.sg/covid19>]
- Creative briefs and locked scripts should be available at the earliest possible stage of production to make considerations for COVID-19 safety restrictions and allow sufficient time for safety planning.
- Detailed information on script reads, rehearsals, fittings and shoot requirements should be distributed to screen talents before contracts are signed, so that they know what is expected of them as early as possible.



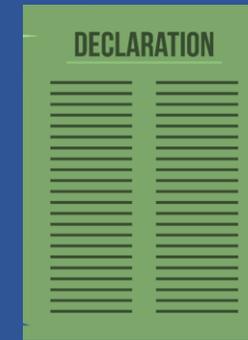
Personal Health Advisory

- All personnel must observe good personal hygiene including practicing frequent handwashing/sanitising.
- Seek medical attention promptly if you are feeling unwell, from one clinic. Retain MC records for all visits.
- If feeling unwell, you should not come into work.
- Individuals to report to employer whenever they are feeling ill and/or showing symptoms such as dry cough, fever, muscle pain and/or sore throat.
- Avoid close contact with people who are unwell or showing symptoms of illness, be this at home or other environments.



Production Health & Sanitation Management

- To conduct main health and safety briefing prior to commencement of production, and subsequent daily safety briefing.
- Temperature checks every day on entry to work and repeated half-way through the shift.
- Masks to be always made available to all persons (gloves if requested). Masks must be worn at all times (except when cast/talent are doing a take/filming).
- Face shields are strongly advised to worn on top of masks by all personnel who come in close proximity with other personnel such as cast/talent (e.g. Sound personnel mic-ing, Hair & Make-up, Costume/Wardrobe).
- Hand sanitiser/disinfectant made available to all persons or at designated stations for regular hand-cleaning, as well as hand washing facilities.
- Designated health officer must be appointed to the production, to be responsible for remedying non-compliance, monitoring and enforcing all COVID-19 protocols including hygiene measures and data collection (temperature measurements, contact tracing, COVID-19 test results).
- Assign cleaners to carry out cleaning and housekeeping daily.
- Equipment Handling and Cleaning/Disinfection - All technical equipment (camera, lights, grip, communication etc) will be cleaned at the beginning and the end of each day, and between each new user. Any workstation used by more than one person will be cleaned between each user.



Health, Travel & Safety Declarations

- Employers should remind employees of MOH's travel advisory to defer all travel abroad and inform employees of the employers' HR policies on the treatment of employees who travel abroad during this period, whether work-related or non-work related.
- Employers should obtain a health and travel declaration from their personnel, declaring health status, contact and local and international travel history for the last 14 days.
- All personnel to sign an undertaking to acknowledge and commit to all Health & Safety Guidelines.
- For any personnel or talent coming from outside Singapore, they will comply with the Immigration & Checkpoints Authority (ICA) on isolation regulations.
- Employers should regularly check the **Ministry of Health (MOH) website** for the latest update on the COVID-19 situation.

Other Production Safety Measures

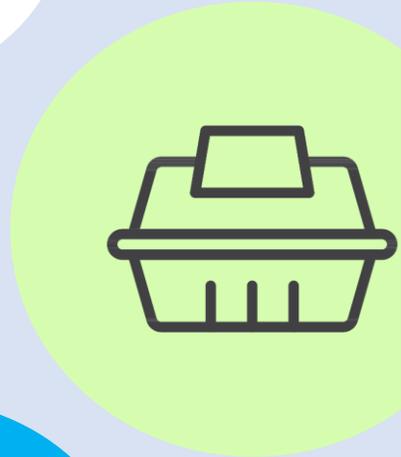
a) **An infographic with QR code provided by the IMDA that directs crew/public to the Mandatory Safety Rules** to be put up at strategic locations within the production area.

b) **Catering** – No buffets allowed. All meals and drinks must be served as single-serving portions & containers (e.g. paper/plastic boxes, water bottles, cans, etc.) and distributed to avoid surface contamination. Sit down meals and morning and afternoon tea / coffee breaks should be at designated times and in two separate locations to ensure social distancing. Strictly NO coffee station with self-service, snack bowls or unpackaged foods and fruit that is not individually packed or served.

- No sharing of food.
- No unfinished food or drinks to be left unattended by the owner or kept in cooler box.
- Each personnel disposes of his/her own containers/bottled drinks/cans/cutleries, so that there is no cross-contamination.
- Cast and crew must not congregate to eat and should continue to observe 1m safe distancing between individuals at all times, including during meals and breaks.

c) **Costume/Wardrobe** – Costumes should be provided individually and hung in their own cover.

d) **Hair & Make-up** – Ensure hair/make-up kit is sterilised and use as much disposable equipment as possible. No sharing of make-up kit.



Other Production Safety Measures

e) **Props & Sets** – Stagger teams to work on props/sets and disinfect props/equipment between each user.

f) **Cast/Talent Management** – For “live” singing as part of the production, all productions must adhere to no more than 30 personnel on location, including no more than 5 onscreen talent/performers singing unmasked at any given time; further, “live” singing talent/performers are required to observe a 2-metre distance from the next person; if the singing requires the talent singing face to face, to observe more than 2 metres.

Cast/talent to be on set only when required for their scene and to avoid any contact with other crew.

g) **Transportation** – If cast/crew need to be transported between locations, companies must ensure that enough transport is arranged to adhere to LTA’s advisory on private transport:
https://www.lta.gov.sg/content/ltagov/en/industry_innovations/industry_matters/LTA's%20Measures%20for%20COVID-19.html

h) **Insurance** – All are encouraged to take up personal insurance policies that cover medical expenses and loss of income. At present, production insurance excludes any coverage for COVID-19 or any other contagious diseases except for medical expenses incurred for its treatment. Insurers are consulting with production companies regarding premiums and coverage.

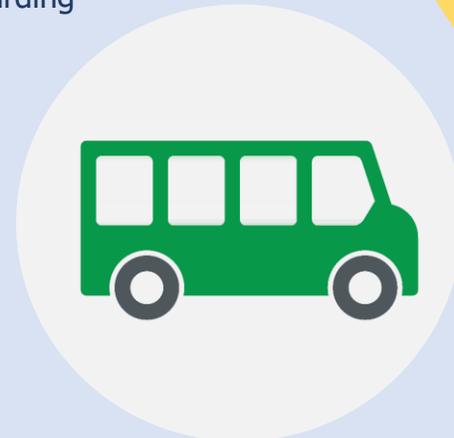
Find out more here:

<https://www.greasternlife.com/sg/en/personal-insurance/our-promotions-and-events/2020/coronavirus-coverage.html>

<https://www.aia.com.sg/en/coronavirus-disease-2019.html>

<https://www.ajg.com/sg/>

<https://www.aon.com/singapore/default.jsp>



Response to a COVID-19 Diagnosis

a) If it is confirmed that a team member is infected with COVID-19, production company will adhere to the Ministry of Health (MOH) and the National Environment Agency (NEA) on measures to follow.

b) Should there be anyone from the production who is known to be in close contact with a confirmed case and placed under quarantine:

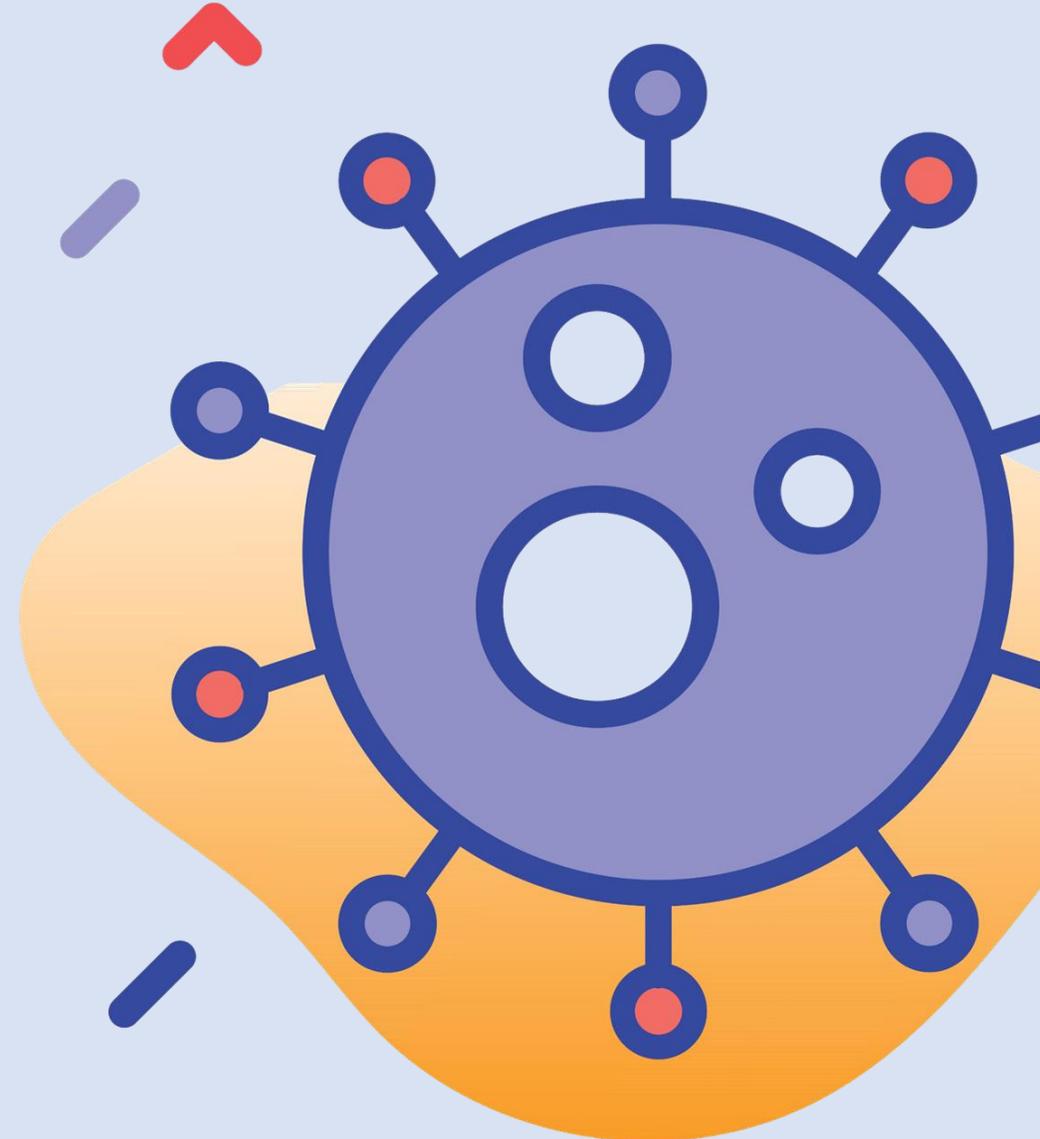
- **Production for that team must stop immediately.**
- The production team is not permitted to resume operations until the affected personnel receives his/her swab results.
- If the test results show that there is no COVID-19 infection, production is permitted to resume operations.

c) Should there be an infection:

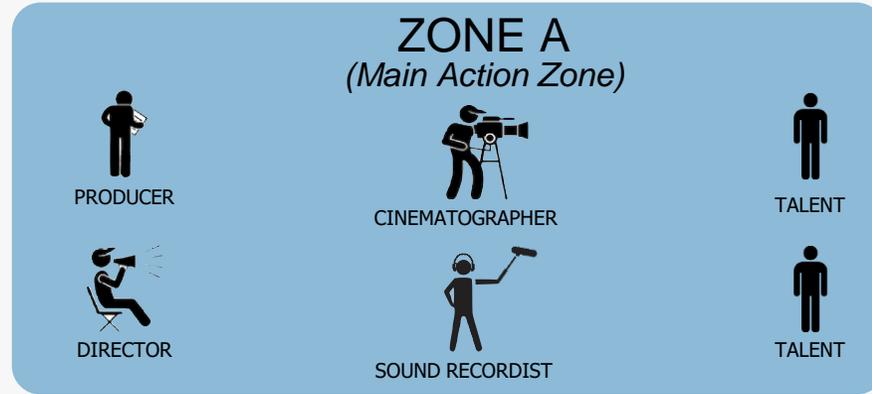
- Implement shutdown of workspace/location for thorough cleaning and disinfecting of premises.
- Where necessary, replacement crew (identified beforehand) will be retained and admitted to the set after signing health and safety compliance checklist and clearing travel declaration.
- Please refer to the general advisory on confirmed or suspect case by Ministry of Manpower (MOM) at <https://www.mom.gov.sg/covid-19/general-advisory-for-confirmed-or-suspect-case> for more details.

d) Procedure to follow in an office:

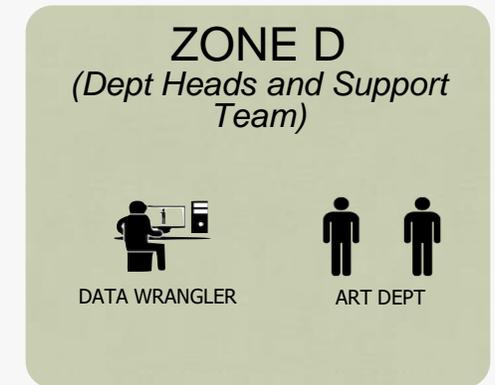
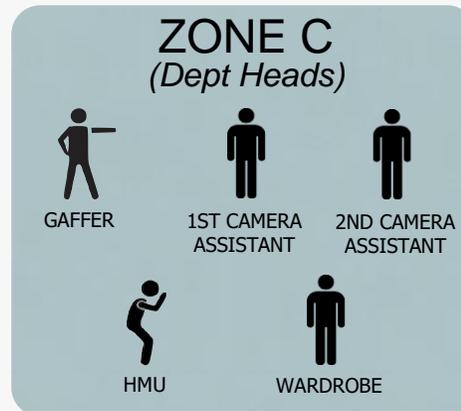
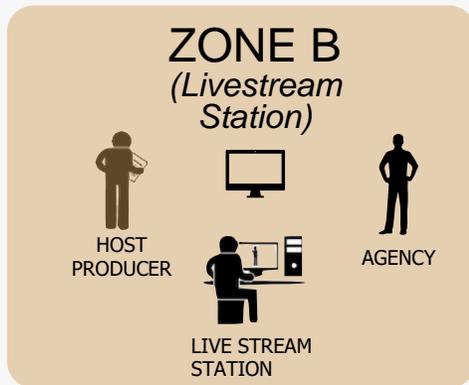
- Immediately vacate and cordon-off the immediate section of the workplace premises where the confirmed case worked. There is no need to vacate the building or the whole floor if there had been no sustained and close contact with the confirmed case.
- Carry out thorough cleaning and disinfecting of that section of the workplace premises.



Annex A: Example*

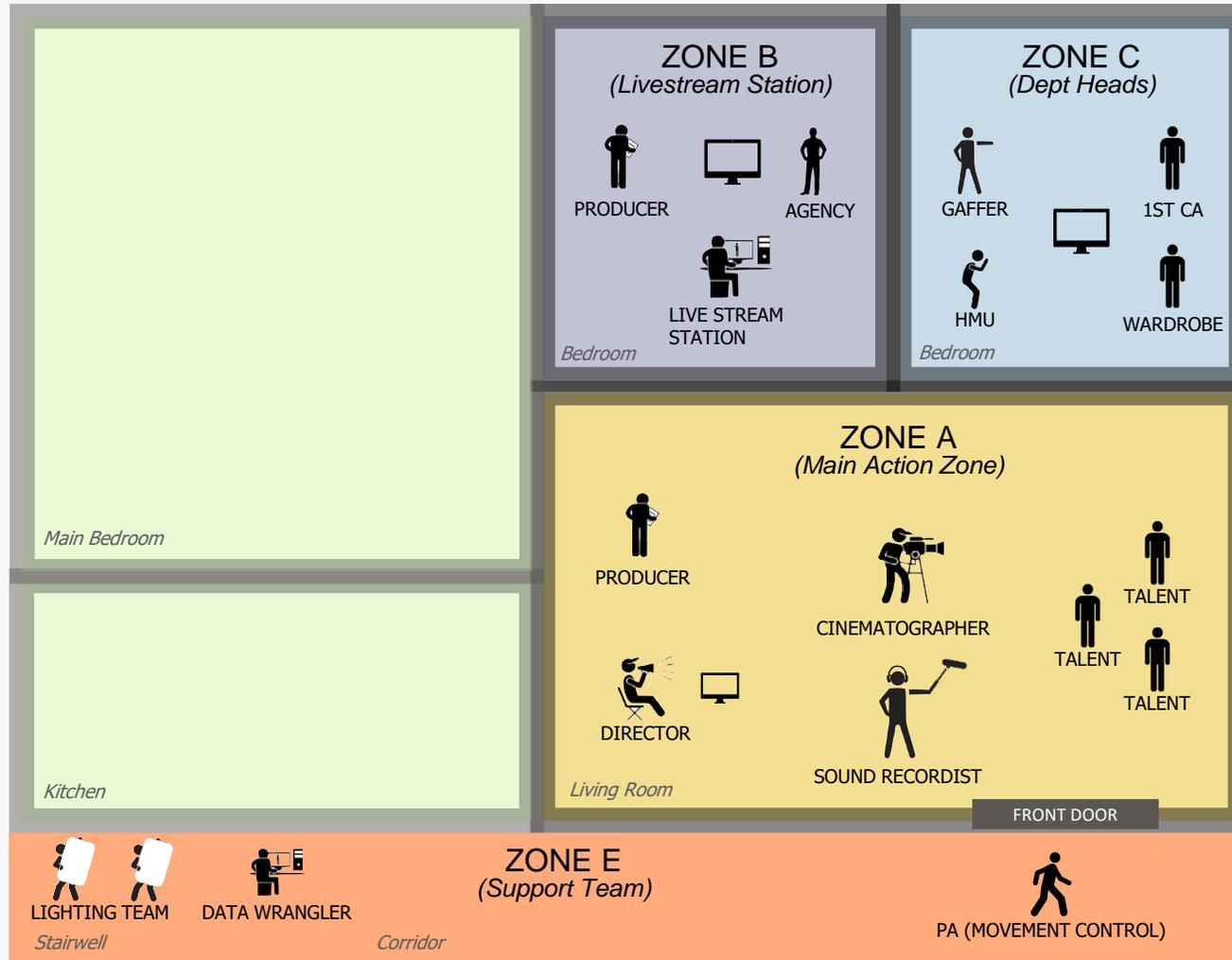


- Please refer to slide 4 for the guidelines on “Safe Distancing”.
- Minimum distance of 2 metres between Zones.
- Option to wear colour coded arm bands to discourage cross zoning.



Annex A: Example*

Small Production Setup Example



- Please refer to slide 4 for the guidelines on "Safe Distancing".
- Minimum distance of 2 metres between Zones.
- Option to wear colour coded arm bands to discourage cross zoning.

- Other personnel & zones to be spread out over other levels and stairwells.
- All personnel to watch video split via WIFI/livestream.

List of References & Essential Information

1. Ministry of Health Advisory

<https://www.moh.gov.sg/covid-19>

2. Ministry of Health Moving into Phase 3 of Re-opening Advisory

<https://www.moh.gov.sg/news-highlights/details/moving-into-phase-three-of-re-opening>

3. Ministry of Manpower Requirement for Safe Management Measures at the Workplace Advisory

<https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>

4. National Environment Agency Cleaning and Disinfection of Areas Exposed to Confirmed Case(s) of COVID-19 in Non-Healthcare Premises Advisory

<https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/advisories/general-sanitation-and-hygiene-advisory-for-premises-owners-and-operators>

5. Ministry of Manpower COVID-19 at the Workplace Advisory

<https://www.mom.gov.sg/covid-19/general-advisory-for-confirmed-or-suspect-case>

6. Land Transport Authority Measures for COVID-19 Advisory

https://www.lta.gov.sg/content/ltagov/en/industry_innovations/industry_matters/LTA's%20Measures%20for%20COVID-19.html

7. COVID-19 Penalties under the Singapore Infectious Diseases Act

<https://sso.agc.gov.sg/Act/IDA1976#pr65->

List of References & Essential Information

8. National Arts Council's Safety Management Measures for live performances

<https://www.nac.gov.sg/whatwedo/support/sustaining-the-arts-during-covid-19/Arts-and-Culture-Sector-Advisories>

9. Singapore Tourism Board's Safety Measurement Measures for MICE

<https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-MICE>

List of References & Essential Information

List of resources used in compilation of this document:

Bectu Safe Working on Film Shoots under Limited COVID-19 Restrictions

<https://bectu.org.uk/topic/health-and-safety-covid-19/>

[COVID-19] The New Rulebook: Guidelines for Film Production in Sweden & Denmark

<http://nordicfilmguide.com/localindustry/?fbclid=IwAR3SwlvpgH97TI31BVSqC4Tg80w1glWi4FDDWcZ8WCmH0P-4g1wkxXqC0Es>

EUFEN Risk Protection Against Contagion of SARS-COV-2 During Filming: Basic Safety Rules

<https://eufcn.com/>

List of Contributors

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- Karen Seah – Refinery Media
- Doreen Neo – Mediacorp
- Ronald Loke – Gallagher Insurance
- Lim Bee Lin – Weiyu Films
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- Janice Koh, Tan Kheng Hua and the Screen Talents community in Singapore
- 64 Sound Personnel across the Singapore Media Industry
- 30 Head of Department representatives from the Production, Camera, Grip, Lighting, Hair & Make-up, Costume/Wardrobe, Props/Set, Casting, Post-production and Audio departments