



Comprehensive Safety Measures

Recommendations for the Resumption of Content Production

**Version 4.5
19 July 2021**

Summary of Key Changes for Phase 3 – Heightened Alert (from 19 July 2021 onwards)

- a) All companies involved in content productions: no more than 30 personnel on location, including no more than 10 onscreen talent/performers (who may be unmasked if necessary).
- b) Companies that are registered* with IMDA who are involved in 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 (who may be unmasked if necessary), at any given time.
- c) Filming or recording of “live” singing is allowed with no more than 2 singers unmasked at any given time, and must observe a 2-metre safe distancing from the next person.

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1. Introduction



1a. Intention

The **Comprehensive Safety Measures: Recommendations for the Resumption of Content Production** are a result of consultation with key industry stakeholders.

It intends to create general protocol which can 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 distancing measures.

The Mandatory Safety Rules endorsed by the IMDA have been repeated in these Comprehensive Safety Measures – *these must be strictly adhered to*. The rest are recommended best practices for your consideration.

The Comprehensive Safety Measures will be updated as new rules or advisories are published and more sector-specific information becomes available.

1b. Disclaimers

Outside of the Mandatory Safety Rules, the information provided in this document should be used as a guide and point of reference for media production companies.

The aim is for the control and safety measures listed to be used as best practice to help protect the safety of all those who work on production sets and offices.

We cannot guarantee that these Comprehensive Safety Measures will stop the spread of COVID-19.

This document does not include travel advice in relation to production. Kindly refer to Government guidelines regarding travel.

Where Health and Travel declarations are mentioned, kindly refer to Government-standard questionnaires for further clarification.

1c. Overview of Singapore's Media Industry*

Singapore's media industry in 2017-2018 has seen a year-on-year increase in revenue, with segments such as Film & Video, Broadcasting, Publishing and Games contributing to its growth.

The local market accounted for 37.3% (S\$2,911.1 million) of the media industry revenue in 2018, with Broadcasting as the largest revenue contributor with a share of 35.0%.

Film & Video enterprises accounted for 49.7% of the overall segments in 2018, almost half of the industry.

*Statistics retrieved from the Infocomm Media Development Authority's Annual Survey on Media Industry 2019

2. Operational Safety in Compliance with Government Guidelines: Summary of Responsibilities



2. Operational Safety in Compliance with Government Guidelines: Summary of Responsibilities



Safe Distancing

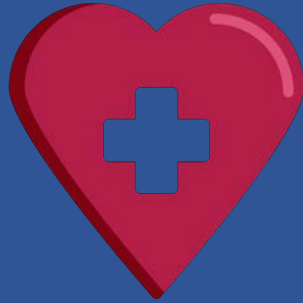
- **1 metre safe distancing** is required at all times, for all personnel on location **including onscreen talent/performers**.
- For “live” singing as part of the production, **all productions** must adhere to no more **than 2 talent/performers**, at any given time. Even if the singing performers are masked, they count towards the cap of 2 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) For companies involved in all content productions: no more than **30 personnel on location**, including no more than **10 onscreen talent/performers (unmasked)**, at any given time.
- (b) 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.
- 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.



Safe Socialising

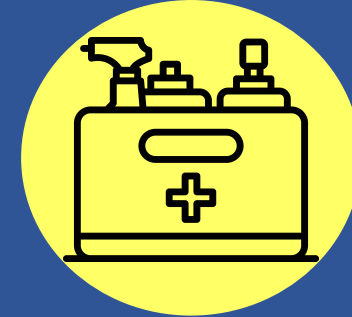
- All staff/crew should refrain from socialising in the workplace. Please refer to <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures> for the latest advisory from Ministry of Manpower (MOM).
- No on-site audiences should be present on location; all personnel should comprise only 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](#).

2. Operational Safety in Compliance with Government Guidelines: Summary of Responsibilities



Health Advisory

- Observe good personal hygiene.
- Practice frequent hand washing with soap (e.g. before handling food or eating, after going to toilet, or when hands are dirtied by respiratory secretions after coughing or sneezing).
- Wear a mask (except when cast/talent are doing a take/filming).
- Cover your mouth with tissue paper when coughing or sneezing, and dispose the soiled tissue paper in the rubbish bin immediately.
- Seek medical attention promptly if you are feeling unwell.
- If feeling unwell, you should not come into work.
- Avoid close contact with people who are unwell or showing symptoms of illness, be this at home or other environments.



Cleaning & Disinfection

- Assign staff to carry out cleaning and housekeeping daily.
- Disinfect frequently touched areas such as workstations, furniture, equipment, etc. with disinfectant regularly.
- Wash, disinfect, cover and clear all refuse bins, bin chambers and bin centres daily or when necessary.
- Use gloves when carrying out cleaning work and when handling waste.

2. Operational Safety in Compliance with Government Guidelines: Summary of Responsibilities



Information Sharing & Contact Tracing

- To conduct main health and safety briefing prior to commencement of production, and subsequent daily safety briefing.
- Information about the risk of spreading COVID-19, and what behaviour is expected from everyone on set will be displayed in common areas.
- 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.
- Advised to use Government mobile app “TraceTogether”, for contact tracing and monitoring purposes.
- If using “TraceTogether”, this should be switched on by all personnel at all times during working hours.
- From 17 May, TraceTogether (TT) only SafeEntry will be implemented. The requirement to deploy SafeEntry Gateway devices will be extended to more public-facing venues where people are likely to be in contact for prolonged periods. Please refer to MOH’s latest requirements for safe management measures at [Link: https://www.moh.gov.sg/news-highlights/details/updates-on-local-situation-border-measures-and-shift-to-heightened-alert-to-minimise-transmission_4May2021]
- 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>]

Further information on the Government apps here:

TraceTogether
<https://www.tracetgether.gov.sg/>

SafeEntry
<https://www.safeentry.gov.sg/>

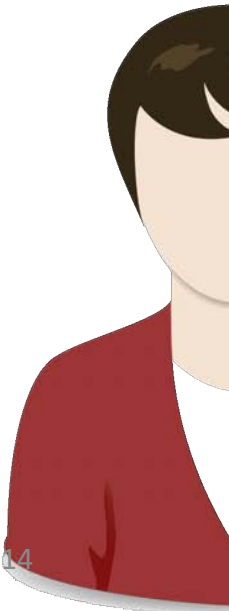
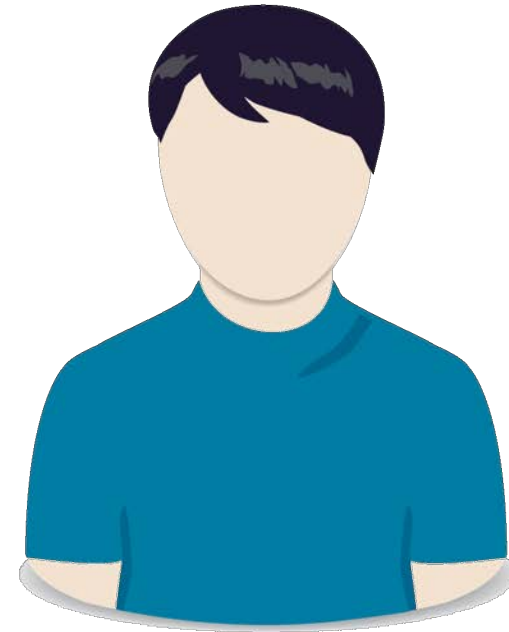
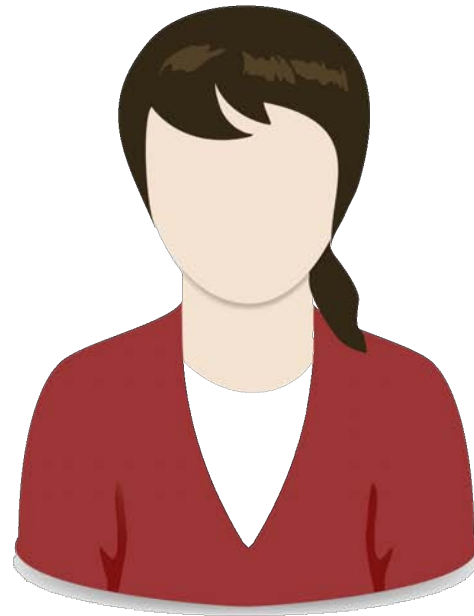
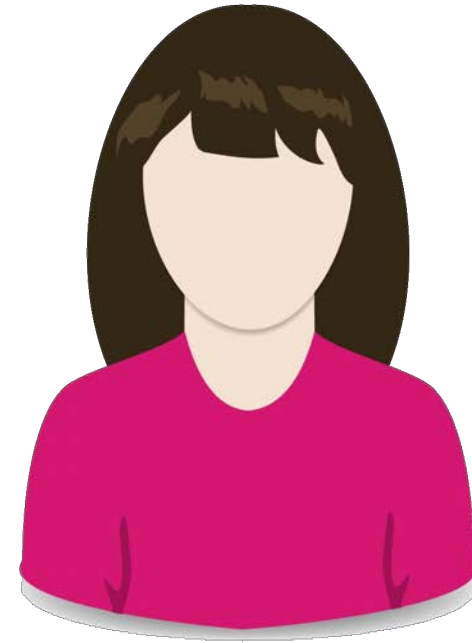
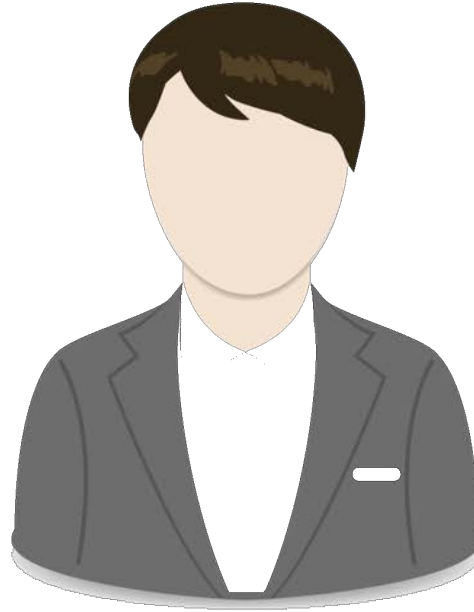
2. Operational Safety in Compliance with Government Guidelines: Summary of Responsibilities*



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.
- All personnel to sign an undertaking to acknowledge and commit to all Health & Safety Guidelines.
- 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 persons must declare if they have any upcoming travel plans.
- All persons must declare if they are currently serving a Quarantine Order (QO), Leave of Absence (LOA) or Stay-Home Notice (SHN).
- All persons must declare (as far as they are aware), if they have had contact with a COVID-19 confirmed case or suspect case, or a person issued a Quarantine Order (QO)/Leave of Absence (LOA)/Stay-Home Notice (SHN).
- All persons must declare if they are feeling unwell or having any respiratory symptoms (such as fever, cough, sore throat or runny nose).
- 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.

3. Individual Responsibility



3a. Personal Hygiene



Cough or sneeze into your elbow or sleeve, not your hands.



Be diligent with cleaning & disinfecting, especially high touch surfaces, at work and home.



Keep your distance and advise others to do the same.

Wash your hands frequently or sanitise with an alcohol-based rub.



Limit physical contact with others. Do not shake hands and avoid other close contact like hugging.



3b. Health & Travel Declarations

- Individuals engaged on a shoot to fill out health and travel declarations prior to starting 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.
- If feeling unwell, individual should not come into work.
- Individuals strongly advised to download “TraceTogether”, the Government app for contact tracing and reporting, to better protect themselves and others.





4. Recommended Practical Measures

4a. General Measures

Emergency Contact Numbers & Healthcare Facilities List

- An emergency contact numbers and healthcare facilities list should be kept and made available to all persons during a shoot.
- Brief cast/crew on this so they are aware of the people put in-charge of the list.

Find list of emergency contact numbers here:

<https://www.gov.sg/contact-us>

Find list of healthcare facilities here:

<https://www.healthhub.sg/directory/hospitals>

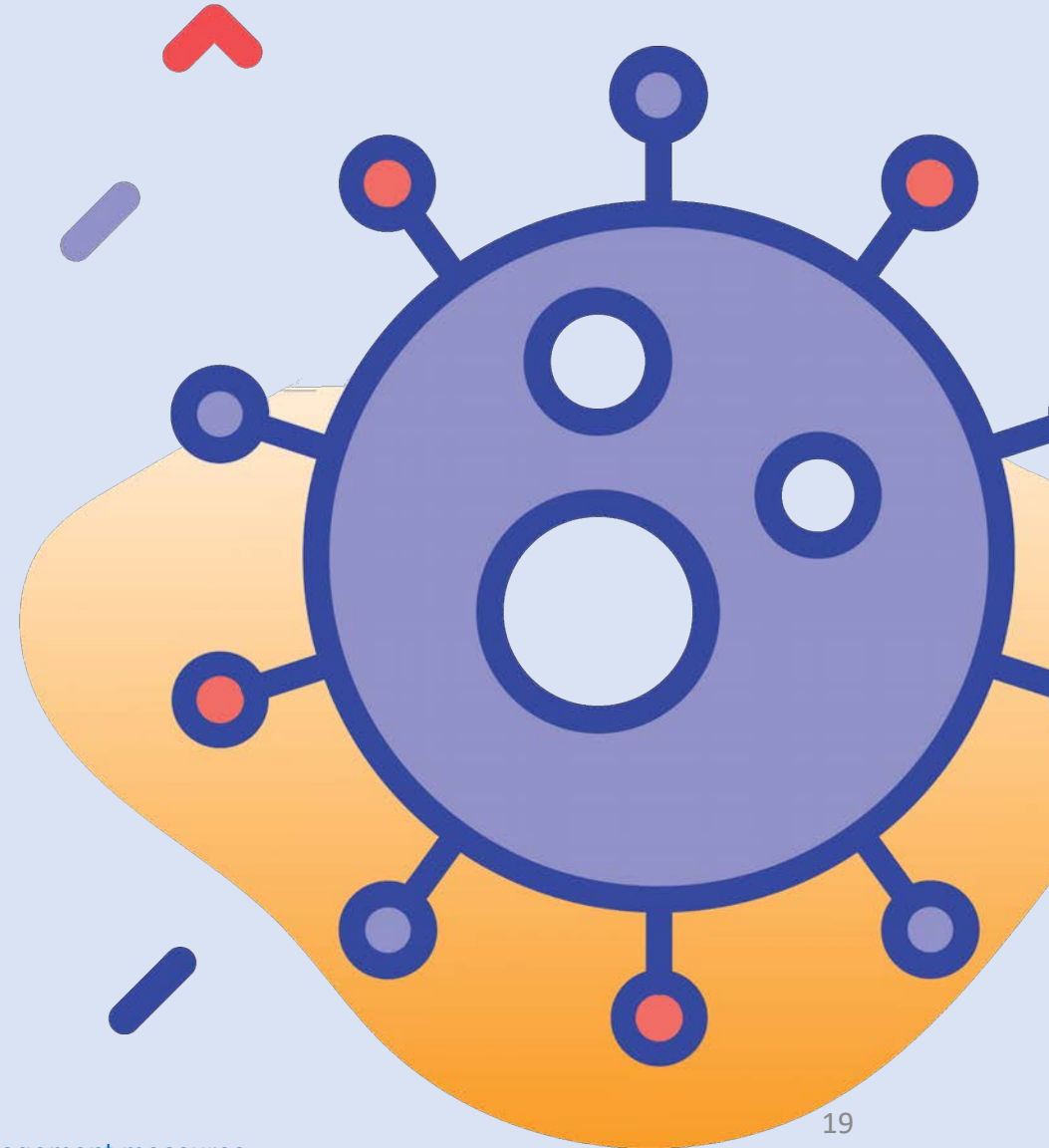
4a. General Measures

Response to a COVID-19 Diagnosis*

- 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.

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.



*As advised by the Ministry of Manpower (MOM): <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>

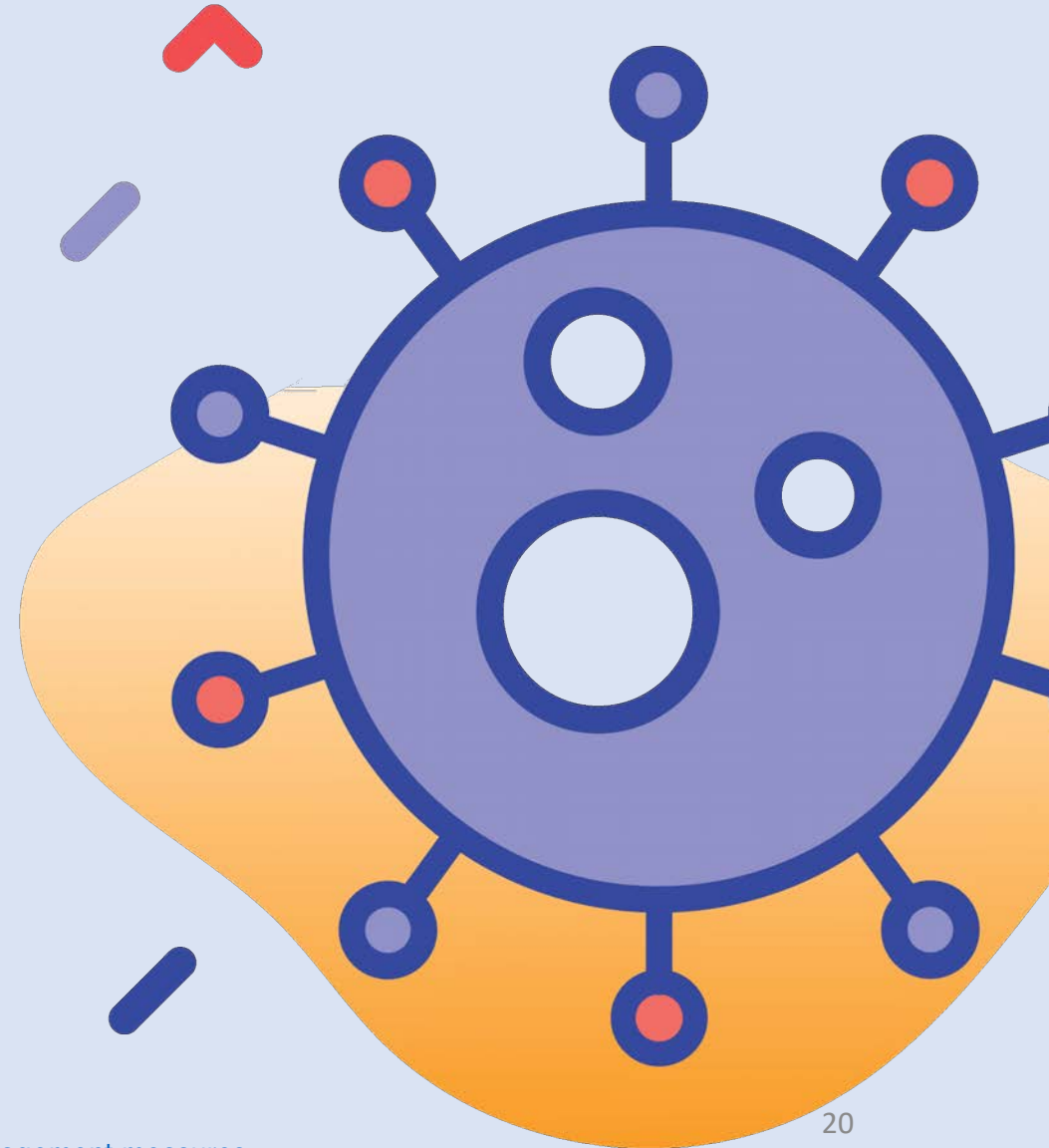
4a. General Measures

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/requirements-for-safe-management-measures> for more details.

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.



4a. General Measures

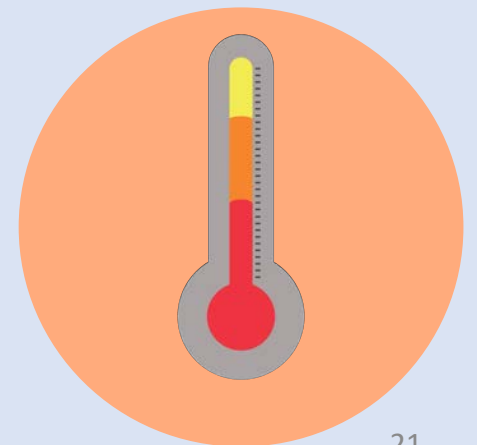


COVID-19 Personnel

- 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).
- This personnel should be briefed by the production on their responsibilities in this role prior to starting work.
- The production should retain staff for cleaning, whose responsibility will be to clean and disinfect contact surfaces and equipment before, during and after shoot days.

Temperature Measurement

- Temperature checks every day on entry to work and repeated half-way through the shift.
- Designated personnel to keep a daily record of the temperature of all cast/crew.
- Personnel should also pay attention as to whether individuals display any specified symptom of illness.



4a. General Measures

Face Masks, Face Shields & Protective Gloves*

- Masks to be always made available to all persons (gloves if requested).
- All crew members are to wear masks at all times.
- All cast/talent are to wear masks except when doing a take/filming.
- Protective gloves are to be worn by all members of crew who come in contact with cast.
- 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).
- Crew members leaving the filming location (e.g. production, drivers or runners, etc.) must be equipped with protective gloves to prevent contamination of the filming area.
- Strongly emphasise that masks, gloves and shields are not substitutes for social distancing.



Hand Sanitisers

- All cast/crew to be encouraged to sanitise/wash hands regularly.
- Hand sanitiser/disinfectant made available to all persons or at designated stations for regular hand-cleaning, as well as hand washing facilities.
- If the scene being shot is extensive, crew members should carry pocket disinfectant wipes or a 30 ml bottle of personal disinfectant, so they don't have to leave during filming to hand washing/sanitising stations.



*Specific recommendations on face shields in the respective departments of 4d. "Equipment Handling/Cleaning & Disinfection" section.

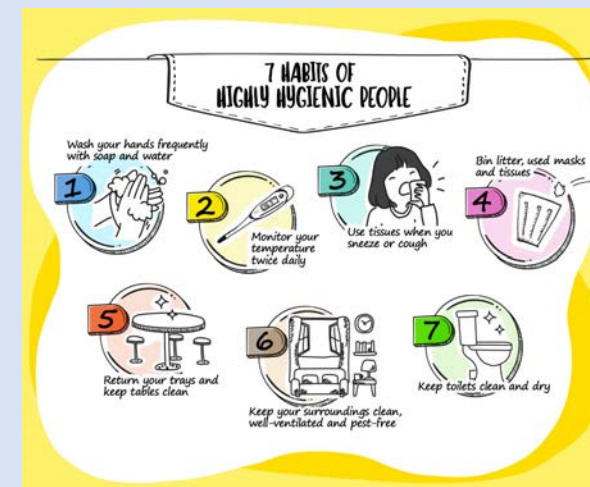
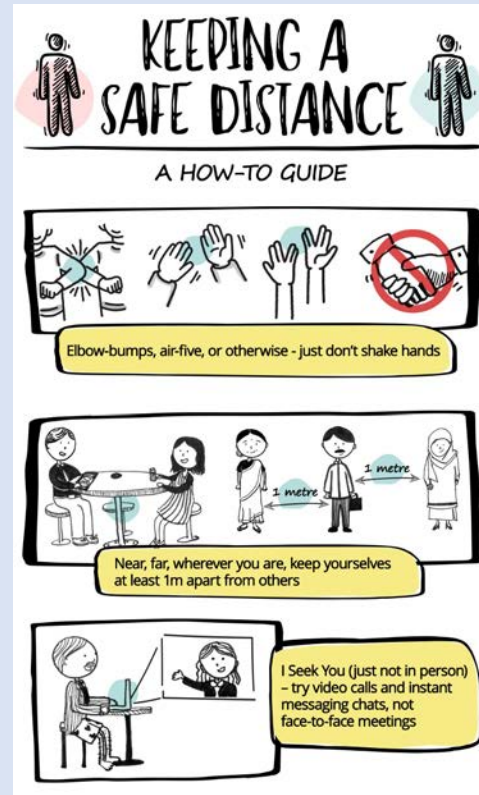
4a. General Measures

Visible Signage*

An infographic with QR code provided by the IMDA that directs crew/public to the “Mandatory Safety Rules” and variety of visible safety posters that include guidance for production to be put up at strategic locations within the production area.

Posters may include:

- Protecting Others
- Food Safety
- How to Wear and Use a Face Mask
- Travel Safety
- Hand washing and sanitisation



*Posters by the Ministry of Health: <https://www.moh.gov.sg/covid-19/resources>

4a. General Measures

Data Collection

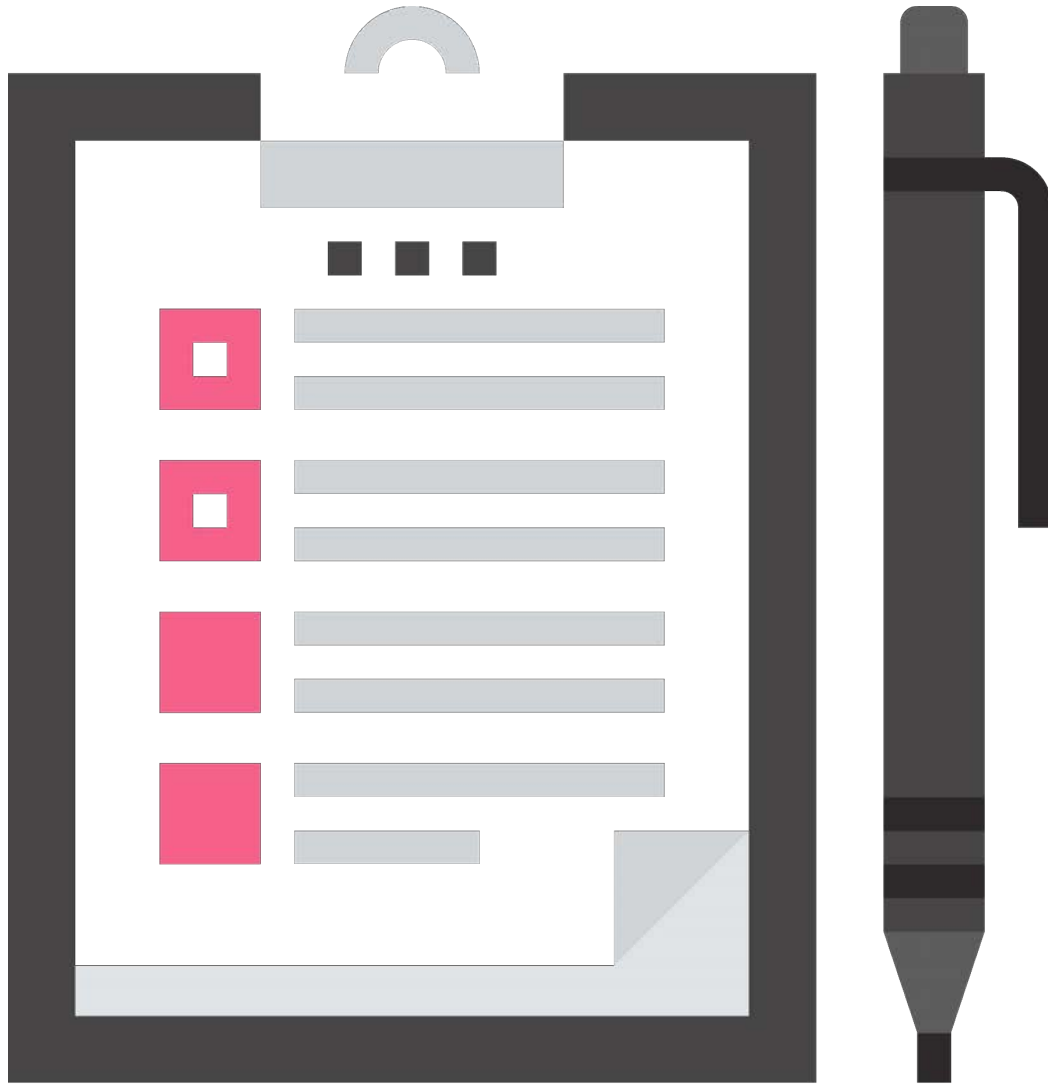
- Collection of relevant data including but not limited to; contact details of all crew/cast, COVID-19 results, list of those observing QO, LOA and/or SHN, temperature measurements, health & travel declarations should be properly managed and filed for ease of reference and in compliance to Singapore's Data Protection Act (PDPA).
- Appoint a designated staff member as data collector and keeper.
- 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>]

Ventilation

- To minimise the risk of infection due to microdroplets, prioritise ventilation of all interior spaces either by means of open windows or through use of fans. Airflow can help with dispersal of microdroplets.

Visitors/Guests/Audiences

- Ensure there are no unannounced visitors to the production/office.
- Only authorised personnel as per callsheet allowed at the location.
- Ensure any visitors have their temperature checked before entering location.
- 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.



4b. Planning & Development

4b. Planning & Development



Scripts/Creative Brief

- Creative content of shoot should adhere to all distancing regulations.
- Locked scripts should be available at the earliest possible stage of production to allow time for enhanced planning, considering restrictions around COVID-19. This will provide a much better chance of mitigating additional costs through comprehensive prep and rehearsal periods.
- If crowd scenes cannot be rewritten it would be prudent to explore CGI options.
- Advised to reduce the use of hardcopy scripts for distribution to minimise cross-contamination.

Things to consider when writing scripts:

- Try to avoid crowd scenes
- Take careful consideration when writing scenes that require singing, shouting and general raising of voice as this will release great quantities of microdroplets into the air



4b. Planning & Development

BTS/Making of Crew

- Carefully consider whether any supplementary crew such as Stills, BTS/Making of crew are truly essential and whether their working brief can allow them to work safely.

Tiered Arrivals

- Overall crewing should be carefully considered to reduce the need for daily crew to keep units as self-contained as possible.
- Plan for call times to be staggered so that each department is given access at timed intervals, to prevent crowding on arrival to set.
- Arrange for separate crew teams wherever possible (e.g. Blue team and Red team) to reduce the risk of all production stopping if there is a COVID-19 outbreak in one team.

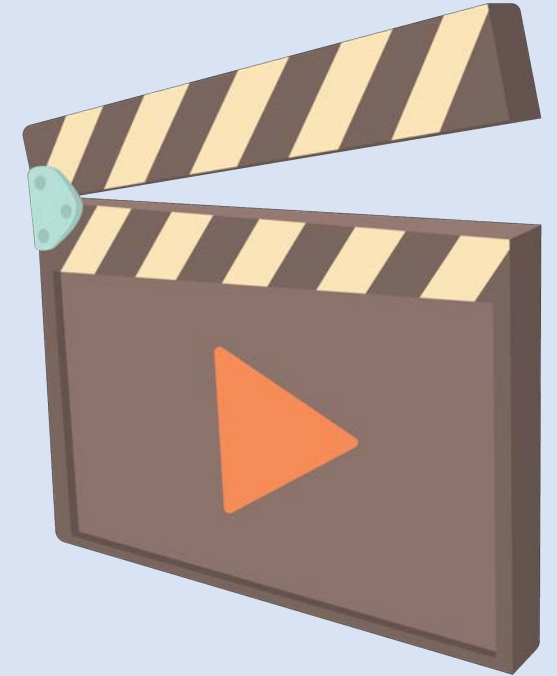
Arrivals to/from Location

- All persons encouraged to travel to the set/office in their own cars.
- Production should arrange for private transport in sanitised cars for cast members.
- For those travelling by public transport, start and end times will be staggered where possible to avoid the most congested times of the day.
- 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

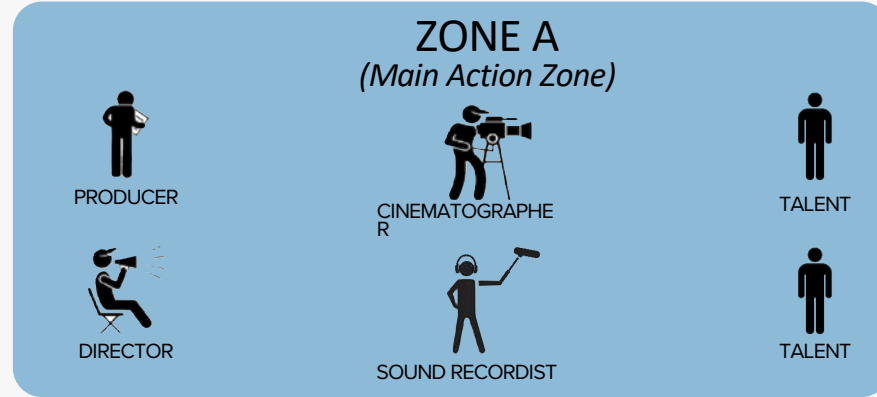
4b. Planning & Development

Location Limitations

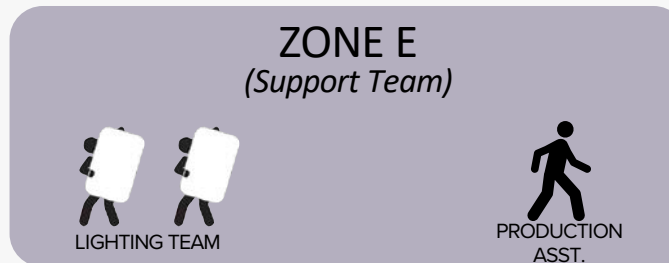
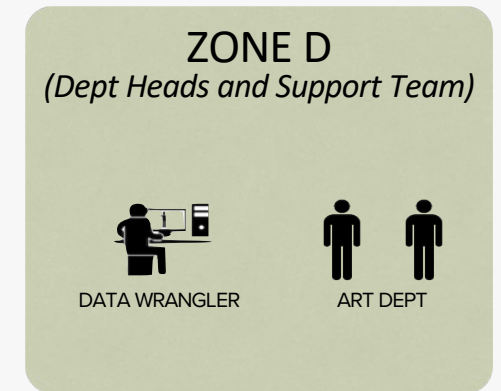
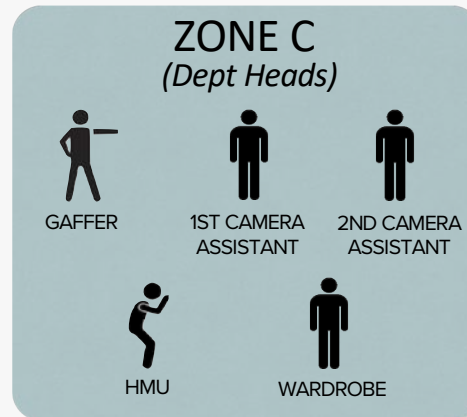
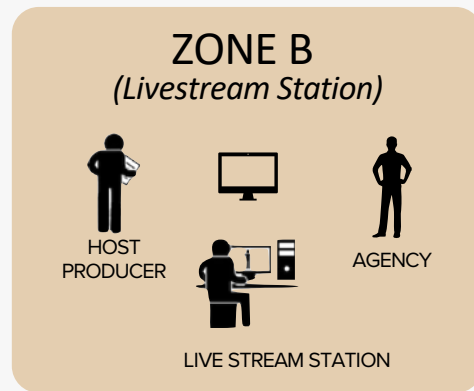
- **1 metre safe distancing** is required at all times, for all personnel on location **including onscreen talent/performers**. Select locations with room for at least 1-metre distance between individuals.
 - For “**live**” **singing** as part of the production, **all productions** must adhere to no more **than 2 talent/performers**, at any given time. Even if the singing performers are masked, they count towards the cap of 2 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**.
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 - b) Companies that are registered* with IMDA who are involved in 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 (who may be unmasked if necessary), at any given time. No live singing is allowed at this production size.
- * Please note that companies already registered with IMDA as of 8 May do not need to re-register.
- Please refer to the next few slides for “zoning” examples.



“Zoning” Example*

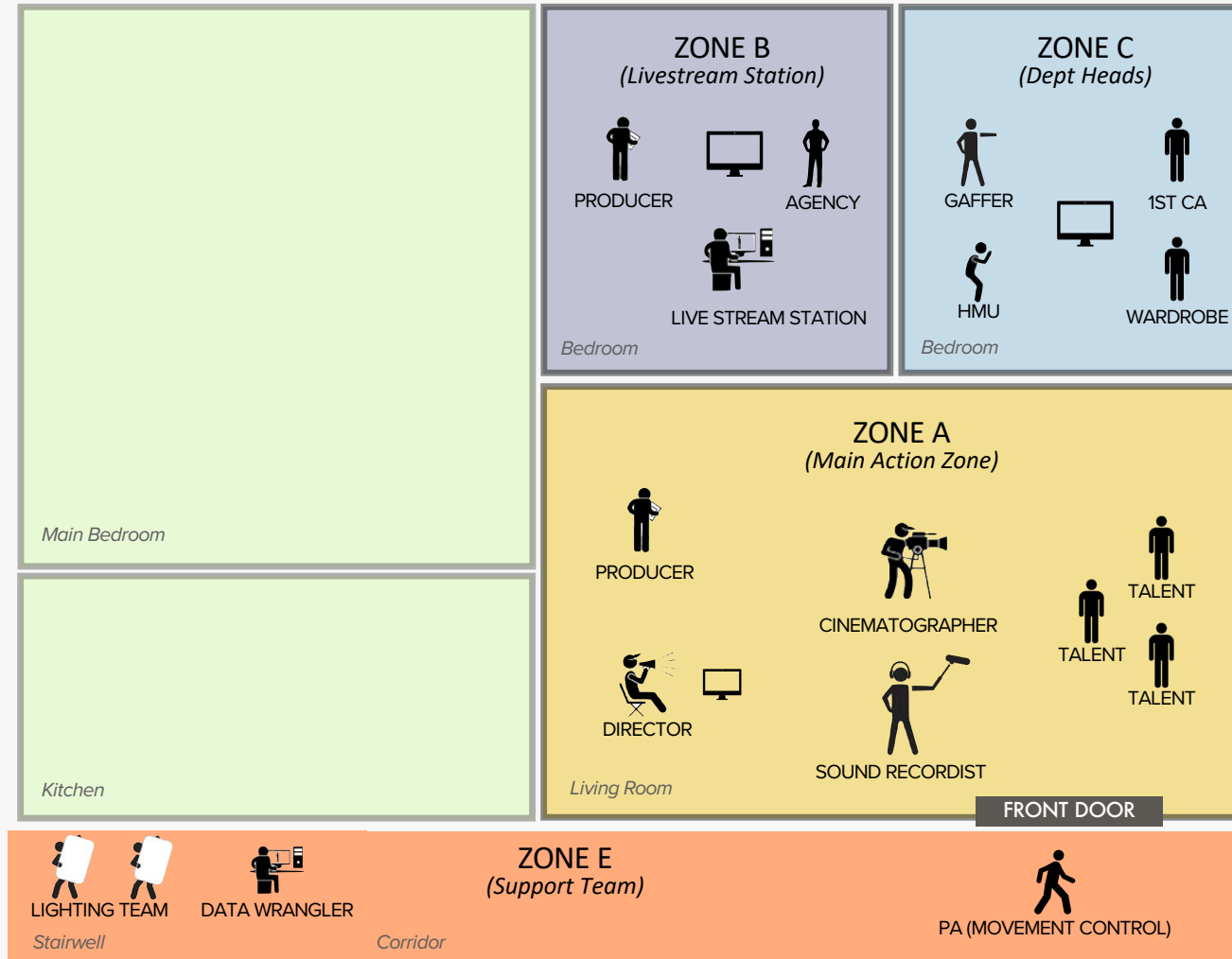


- Guidelines on safe distancing have been outlined in slide 10 and 28.
- Minimum distance of 2 metres between Zones.
- Option to wear colour coded arm bands to discourage cross zoning.



“Zoning” Example*

Small Production Setup Example



- Guidelines on safe distancing have been outlined in slide 10 and 28.
- 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.

4b. Planning & Development

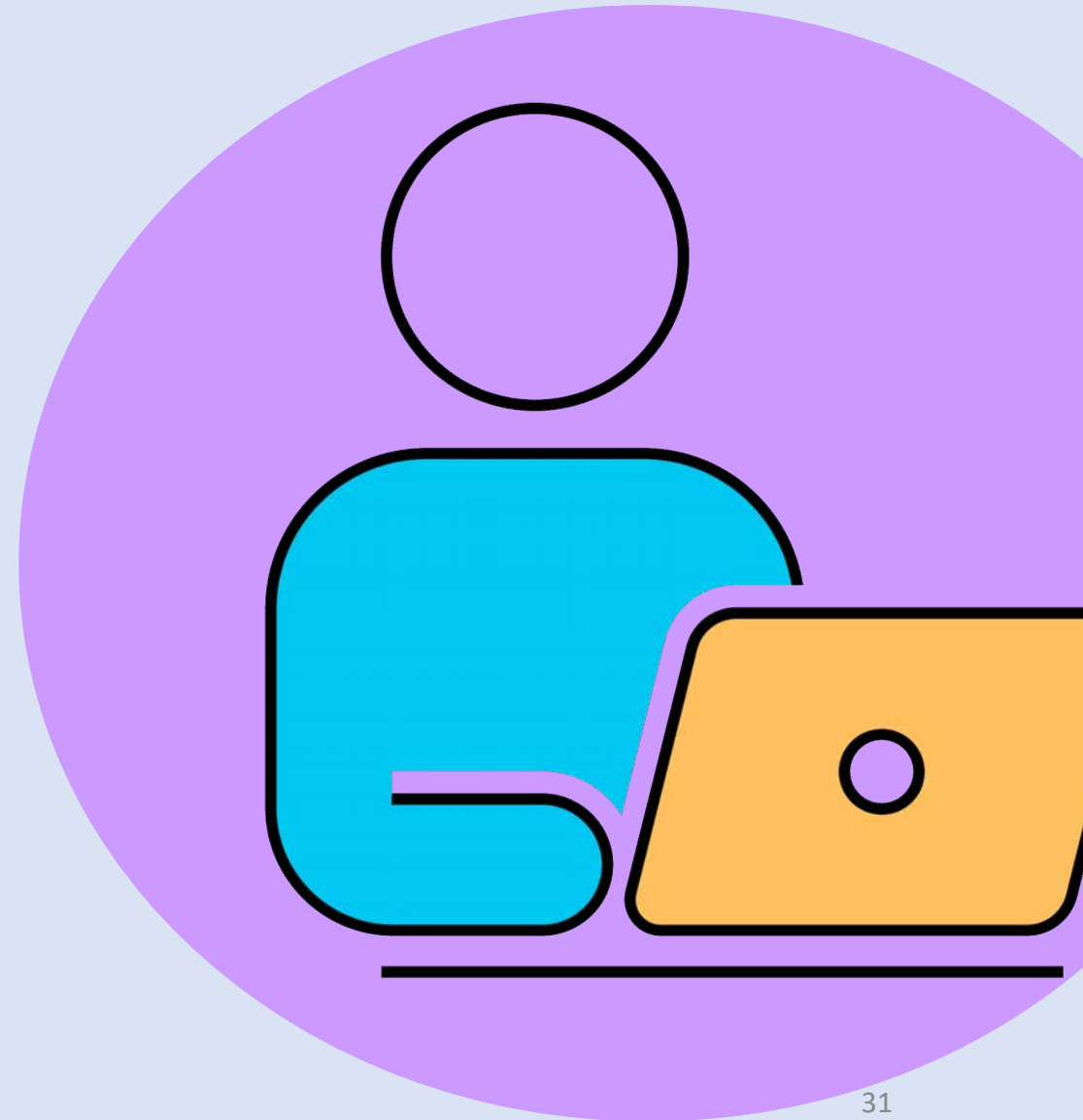
Catering*

- Ensure hired catering/food service practices safety, hygiene and sanitisation measures in accordance to Government guidelines.
- No buffets allowed.
- Food and drinks are to be served in disposable containers/packaging as individual portions.

*More practical recommendations are listed in section “4d: Production”

Remote Working/Video Conferencing

- Wherever possible, video communication on and off-set should be used. Various video conferencing software is available such as Microsoft Teams, Zoom, Skype and Google Hangouts.
- Concerning agency or client representatives, if travel to studio/location is unavoidable, they should be set up in a room off set and isolated from the rest of the cast/crew. A production team representative should, in this case, be dedicated to them, and follow the same isolation arrangement.



4c. Pre-Production



4c. Pre-Production



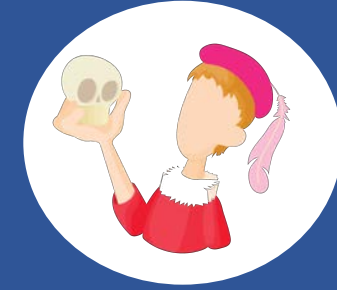
Production Meetings

- Production meetings to be held remotely using video conferencing software.
- Office-based prep to be carried out remotely – home working to be encouraged.



Location & Tech Recce

- Initial recce to be done remotely using video conferencing software, or to be filmed and shown.
- Any personnel to be reduced to absolute minimum when a video conferencing recce cannot be undertaken.
- Location Manager to brief location owners on all safety protocols, manage/obtain health declaration from location owners and ensure they are committed to observing safety measures for the safety of production crew/talents.



Casting & Screen Talent

- Wherever possible, casting and crew recruitment will 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.
- It is recommended for productions to exercise good judgment when dealing with cast/talent who belong to a high-risk group (people who are at higher risk of severe illness).
- 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.

4c. Pre-Production

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.
- Further information on production insurance in Singapore can be found here:

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

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

- For personal insurance plans:

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

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

Best Practice

- Whilst production insurance policies adjust to the COVID-19 and its developments, it is important that employers consider the safety of employees which focus on specific, general and dynamic risk assessment.
- Ensure personnel possess enough competence and information to carry out the work safely.
- Where possible, productions should look to ensure it utilises health and safety professionals in an appropriate and effective way to engender a safety-led approach.



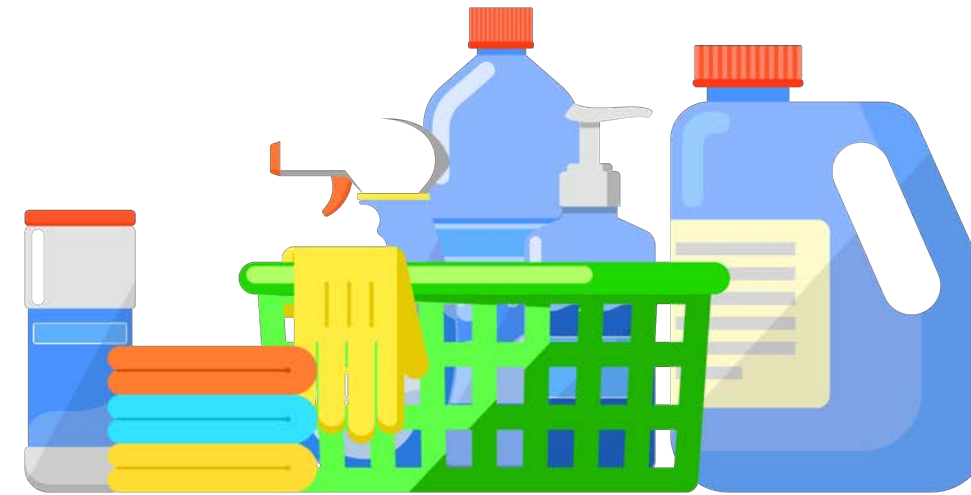
4d. Production

4d. Production

Equipment Handling and Cleaning/Disinfection

General Measures

- Equipment 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.
- Any equipment only to be handled by designated department members responsible for that equipment to avoid any potential cross-contamination. In practice this means that runners cannot assist in carrying any equipment unless they are allocated directly to that department. Where this is unavoidable, HODs to provide gloves, masks and hand sanitiser to any temporary help.
- Any piece of kit that needs to cross between departments must be handled with gloves.
- Where possible, personnel to bring your own earpieces.

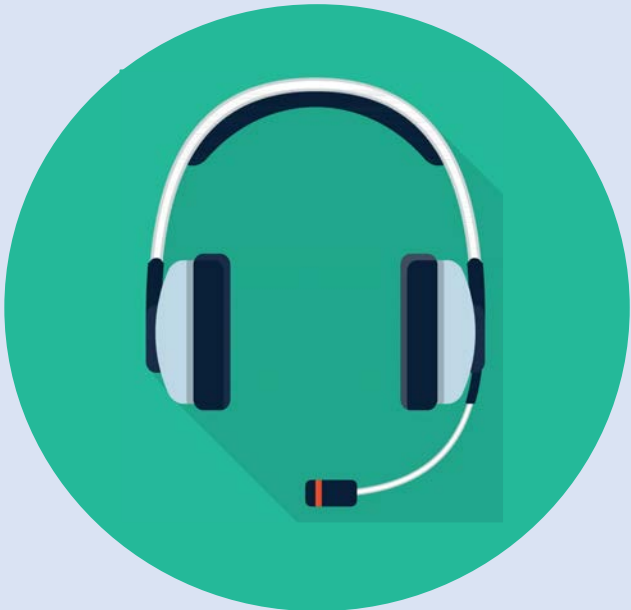


4d. Production

Equipment Handling and Cleaning/Disinfection

Radios

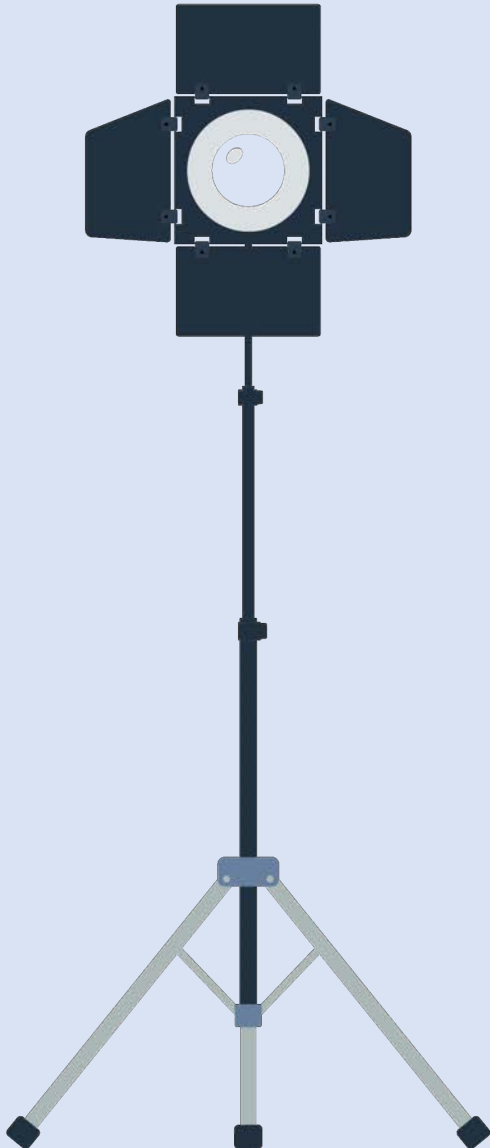
- Allocate one runner to disinfect and prep radios at the start of the shoot.
- Each department to receive a boxed allocation of radios c/w earpieces, spare batteries and chargers.
- One member of each department to be made responsible for these radios for the duration of the shoot, and to name-label and set up a charging station in each departmental area.
- Each crew member allocated a radio to be responsible for the charging and safe keeping of that radio for the duration of that shoot.
- Where this equipment malfunctions or requires replacement, request should be made only via allocated persons.



Headsets

- Allocate one person to disinfect and prep Director's headsets at the start of the shoot.
- Each headset to be clearly marked with the name of the crew member who will be using it.
- Each headset to be fully disinfected and a new/clean microphone cover provided at the start of the shoot.
- Battery changes are usually required once a day. The dedicated runner will manage a charging station and will ensure all batteries are wiped down when being handed over.
- Anyone allocated a headset to be briefed not to share headset.

4d. Production



Equipment Handling and Cleaning/Disinfection

Lighting

- Designated crew to handle any equipment including lighting stands and sandbags.
- Equipment to be disinfected at the beginning and the end of each day.
- Designated crew to wear masks and gloves at all times.
- Time and consideration to be allowed for Lighting team to work safely before, and alongside, other departments. The simplest way for this to work is to offer a clear pre-light day wherever practical.
- Lighting Dept to be allowed to work alone on set until lighting is complete before any other departments undertake their tasks.
- Any local power requests such as power for urns/heaters/laptops, etc. to be discussed in advance and laid in on pre-light wherever possible.
- Allow enough space for any off-set prep work to be carried out safely and in accordance with any distancing measures.
- No physical cross-departmental interaction in these areas.

4d. Production

Equipment Handling and Cleaning/Disinfection

Camera

- Designated crew to handle any camera equipment including cameras, tripods, lens, and other camera equipment.
- Equipment to be disinfected at the beginning and the end of each day.
- Designated crew to wear masks and gloves at all times.
- Safe measure to be put in place for handling and sharing of camera cards with DIT, to include working with gloves and wiping down cards and card cases.
- Camera placement to be organised without any other department working in proximity. Once camera is safe and in position, camera crew to return to safe area while other departments work to adjust lighting/dressing as required.
- Where practical, remote monitoring, remote focus, remote head and other technologies allowing operating at distance should be used.
- Allow enough space for any off-set prep work to be carried out safely and in accordance with any distancing measures.
- No physical cross-departmental interaction in these areas.



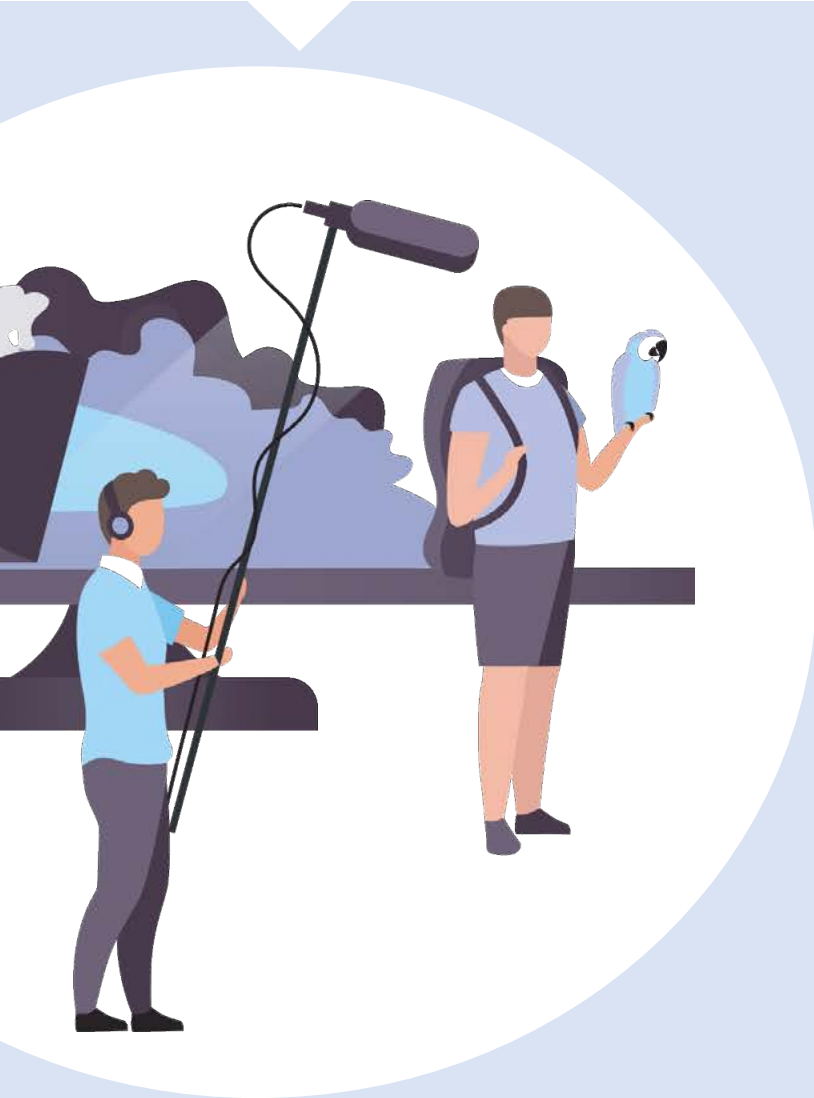
4d. Production

Equipment Handling and Cleaning/Disinfection

Grip

- Designated crew to handle any grip equipment.
- Equipment to be disinfected at the beginning and the end of each day.
- Designated crew to wear masks and gloves at all times.
- Staffing levels of grip department to be considered to avoid need for cross-departmental contact with grip equipment.
- Camera placement to be organised without any other department working in proximity. Once camera is safe and in position, camera crew to return to safe area while other departments work to adjust lighting/dressing as required.
- Each shot to be assessed by relevant HODs as to the risk of transmission during execution and appropriate measures taken to ensure hygiene and social distance guidelines are complied with.
- Allow enough space for any off-set prep work to be carried out safely and in accordance with any distancing measures.
- No physical cross-departmental interaction in these areas.

4d. Production



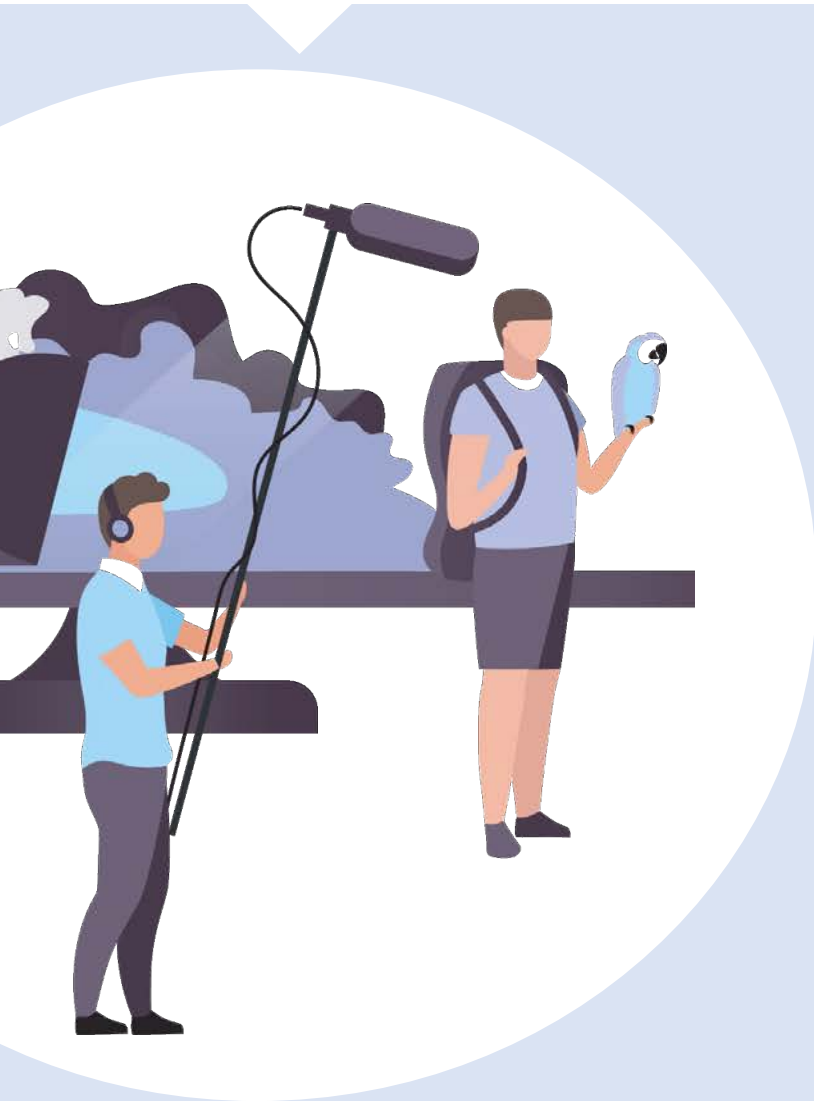
Equipment Handling and Cleaning/Disinfection

Sound

Working with wireless mics on cast/talent

- Mask should be worn at all times during work.
- When mic-ing cast/talent, sound personnel should wear a mask AND full-face shield, as cast/talent will not have on any barrier protection/shield.
- Sound personnel must sanitise their hands before and after performing mic-up on cast/talent.
- Placing of mic packs on cast/talent will be the responsibility of the sound dept to ensure their proper placement for optimum performance.
- Assign one mic pack to one cast/talent for the day if possible. If not, Sound Dept must ensure mic pack is sanitised before handing over to the next talent.
- Ziploc bag should be used to temporarily store the mic pack during wardrobe change to ensure safety and cleanliness.
- Mic pack, lav mics and straps must be sanitised and cleaned at the end of day.
- Have an extra sound personnel solely in charge of the mic packs. This will help speed up the process of changing over.
- Production should give ample time for Sound Dept to complete task due to the extra measures to ensure safety.

4d. Production



Equipment Handling and Cleaning/Disinfection

Sound

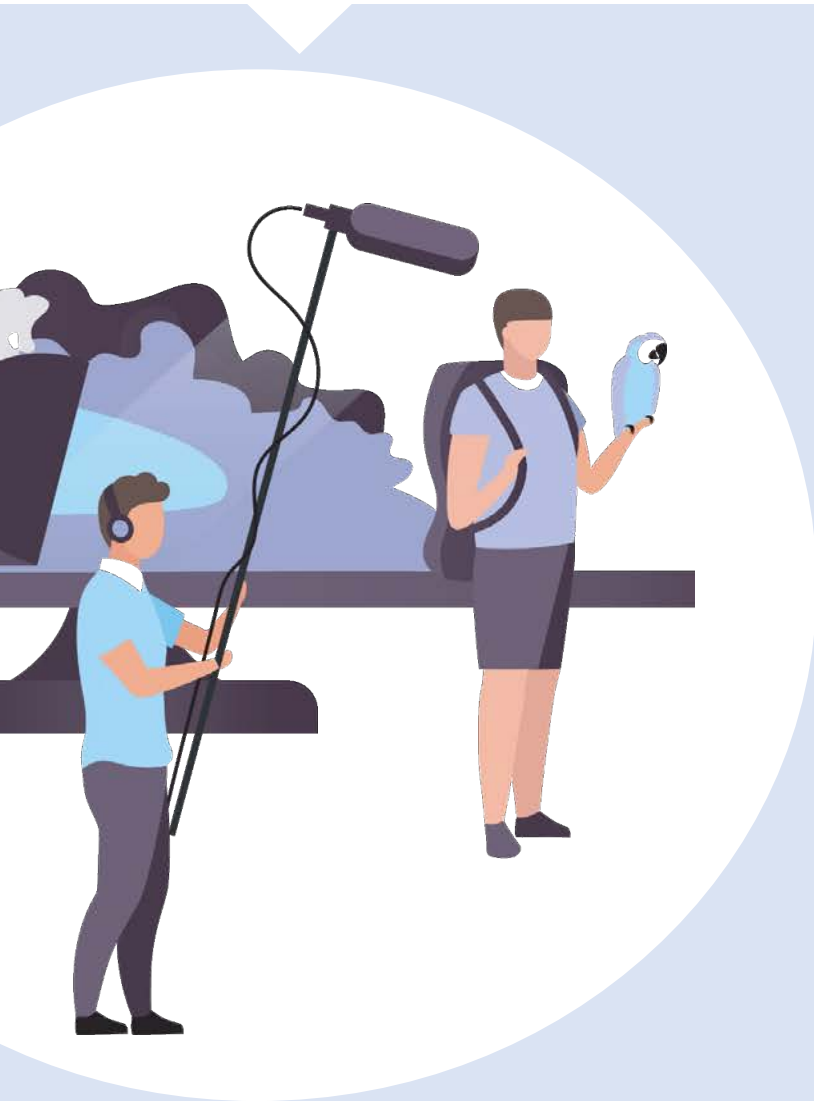
Straps for mic packs

- Cast/talent are encouraged to have their own straps, especially for long-form productions. Production can help to factor into the production cost.
- If cast/talent does not own one, Sound Dept will have them on standby.
- One Sound Dept's straps will be assigned to one cast/talent only.
- Sound Dept will ensure their straps will be sanitised and cleaned at the end of the day.

Wireless Cam hop or direct-to-camera for ENG crew

- Adopting timecode and iso recording workflow will encourage safe distancing.
- Iso recording would improve the quality of the audio and give audio post-production more options to mix rather than just 2-tracks direct to camera.
- Timecode will help sync the audio to picture faster.
- If attaching Cam hop, sanitise your hands before and after approaching the camera to setup the Cam hop.
- When working with return cable, they must be sanitised and cleaned at the end of the day.

4d. Production



Equipment Handling and Cleaning/Disinfection

Sound*

- Sound Dept should be involved in pre-production meetings to ensure the safety protocols for audio and share it to all departments before the shoot starts.
- Personnel who need to have a wireless audio feed should be assigned one – this must not be shared with others. They should bring their own head/earphones for hygiene purposes. Ziploc bags will be provided to store when not in use and returned to Sound Dept at the end of the day. No sharing is allowed.
- To minimise movement on set. Cast/talent should approach Sound Dept to be mic'd up.
- Production is responsible and should be providing the necessary PPE, cleaning and sanitising materials (e.g. masks/face shields, gloves, Ziploc bags, hand sanitisers and alcohol swabs) at all shoots.

*Sound guidelines have been in consultation with relevant parties and as advised in the “Post Circuit-Breaker Safety Work Practices for Location Sound Recordist” document issued by a team of Sound Department personnel across the Singapore media industry.

4d. Production

Hair & Make-up

- Temperature and checks to be carried out before people enter space.
- Where possible, hair/makeup artist should wear a mask AND full-face shield, especially if cast/talent may not have on any barrier protection/shield.
- Allocate dedicated on-set standby artists who remain on set in order to limit movements of crew between off-set areas and the stage. Especially in the case of multiple changes of make-up/hair looks throughout shoot days.
- Ensure hair/make-up kit is sterilised and use as much disposable equipment as possible (e.g. hair pins, clips, brushes, applicators, etc.)
- Where possible, hair/make-up times should be staggered.
- No extra people hanging around at hair/make-up area – e.g. ADs checking make-up time, trainees offering breakfast, etc.
- Where possible, talent/cast to prepare own makeup. If specific make-up is required, perhaps under remote supervision of make-up artist. This is highly unlikely in most cases.
- Where possible, main talent/cast to have own make-up kit, brushes, hair products and equipment that is sterilised each day and only used on them.
- Where possible, extras/crowd talent to bring/do their own make-up.
- People should remove their own make-up to limit contact and interaction.
- Minimal kit out on workstation, only items being used in the moment to be out including brushes.
- All makeup in sealable containers and lids on unless in direct use.



4d. Production

Hair & Make-up*

- Limit & restrict chair time – Shave at home etc.
- No food or drink at the station – actors eating whilst in the chair can extend time in the chair.

Cleaning/Disinfection

- Equipment will be cleaned at the beginning and the end of each day, and between each new user.
- Hand washing facilities in all areas of work.
- Increased sanitisers use and monitoring.
- Workstations will be thoroughly cleaned between each user and distanced a minimum of 1 metre apart.
- Extra attention for sanitising when there are multiple changes of make-up/hair looks throughout shoot days.



* Guidelines for Hair/Make-up have been in consultation with relevant parties and in consideration of the safety and hygiene measures released by the Hair and Cosmetology Association of Singapore (HACOS).

4d. Production



Costume/Wardrobe

Prep Days

- Only essential talent/crew to be present at costume fittings. Approvals to take place via photos or video conferencing.
- If fittings and tests are necessary, schedule to be extended over multiple days to avoid congestion and unnecessary overcrowding.

Shoot Days

- Assisted styling will be performed for featured cast only, and only if needed.
- Should there be a need for assisted styling, costume/wardrobe personnel should wear a mask AND full-face shield, especially if cast/talent may not have on any barrier protection/shield.
- Costumes should be provided individually hung in own cover. Cast members' own clothes should be hung inside the same plastic cover to avoid any possible cross-contamination with other clothes.
- Physical contact between cast member and costume crew, while often necessary, should be minimised whenever possible. Where physical contact is necessary, masks and gloves should be worn.
- All background talent will wear their on-screen clothes from home; if this is not possible, the production will provide dressing facilities where social distancing measures can be upheld.

4d. Production



Costume/Wardrobe

Cleaning/Disinfection

- Hand washing facilities in all areas of work.
- Increased sanitisers use and monitoring.
- While there is no clear evidence on whether, or how long, the virus can survive on materials, washing or steaming costumes could provide enough cleaning/disinfection measures.
- Any costumes which can be cleaned should be covered individually after cleaning. Plastic covers are a possibility here.

4d. Production

Props & Sets

- Stagger teams to work on props/sets.
- Where prep requires a wider use of the working space within a location, production should schedule enough days for departments to work alone, and to hand over the set between departments when necessary.
- Time should be allowed to physically mark out the stage for each departmental area prior to the shoot day. Posts/Tape can be used to mark out areas.
- If standby support is required between departments, minimal standby crew to remain on set but must observe guidelines for distancing between departments.

Cleaning/Disinfection

- No other department to handle key props.
- Disinfect props/equipment between each user.
- Additional cleaning and disinfection of key props/ furniture/ set dressing which have interactions with cast or crew members.
- Before rehearsals and shooting, a final sterilise of any key props/surfaces to be undertaken.



4d. Production

Cast/Talent Management

* Please refer to the costume/wardrobe and hair/make-up section for guidelines pertaining to these areas.

General Measures

- **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 2 talent/performers**, at any given time. Even if the singing performers are masked, they count towards the cap of 2 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**.
- 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.
- Action and creative requirements for cast to be considered carefully and adapted to ensure current distancing regulations are being adhered to.
- Where content is unavoidably in conflict with distancing regulations, and changes cannot be made, the process for shooting that scene should be amended to be compliant with regulations (e.g. shooting as multiple plates or using members of the same household in a scene).
- Cast to be on set only when required for their scene and to avoid any contact with other crew.



4d. Production

Cast/Talent Management

Main Cast/Talent

- Designated and separate holding areas to be provided.
- Cast should have exclusive use of same designated room from Start of Work to End of Work. No one else should use this space on down days.
- After cast member has completed shooting, designated room should be fully sanitised before allocated to another cast member.
- Where transport to set is required, individual vehicle to be provided, or large enough shared vehicle to ensure adequate distancing.



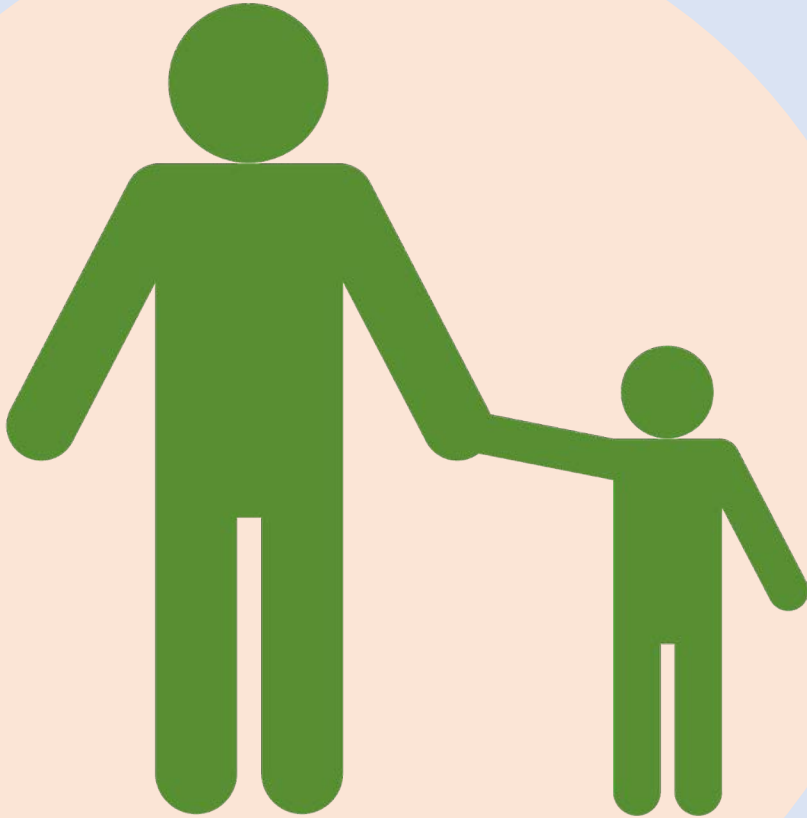
4d. Production

Cast/Talent Management

Supporting Talent/Extras

- Temperature checks twice a day.
- Numbers of supporting cast to be carefully considered with respect to the space available and the maintaining of required distancing measures.
- Advance notice of expected numbers to be given as early as possible to allow supporting cast to make informed decision on whether they are happy to attend.
- Holding areas to be sufficiently large to accommodate the numbers required (refer to MOH advisory link at end of document).
- Separate holding areas for doubling/stand-in cast due to increased contact with other crew members.
- Separate holding area for special supporting cast with uniform and special action supporting cast. Liaise with costume regarding current disinfection protocols.
- Proper changing areas, of enough size, to be provided. No supporting artist should be asked to change in areas of high traffic, such as toilets.
- Any costume checks to be undertaken at a safe distance. If costumes are to be provided, same processes as outlined in costume page to be followed.
- Supporting artists to do own makeup as per department brief, wherever possible.
- Supporting cast to bring own water bottles.
- Report cases /contact tracing of infection to designated personnel.

4d. Production



Cast/Talent Management

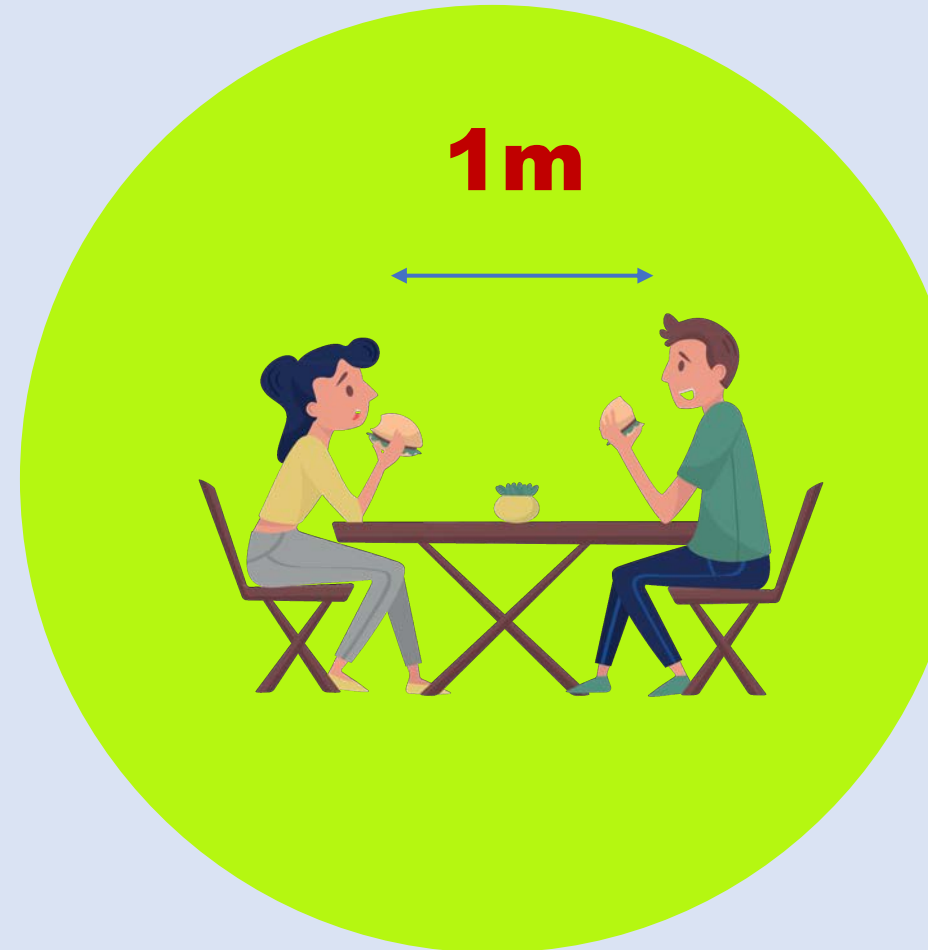
Children

- Child cast to be on set only when required for their scene and to avoid any contact with other crew as per original guidelines.
- Designated rooms to be provided for members of the same household.
- Children should only be closely accompanied by a parent. The chaperone must always maintain social distancing guidelines to reduce risk of transmission.
- Children of each age group should be considered differently as their understanding of safe distancing and other measures in relation to COVID-19 depend on their level of maturity.
- Separate holding areas on set for each child/family.
- Further risk assessment will be necessary in this area in line with the needs of each scene.

4d. Production

Catering

- No buffets.
- No sharing of food.
- No unfinished food or drinks to be left unattended by the owner or kept in cooler box.
- Cast and crew should follow the prevailing workplace social gathering rules for their meal breaks. A 1-metre safe distancing will need to be maintained between each group
- Each personnel disposes of his/her own containers/bottled drinks/cans/cutleries, so that there is no cross-contamination.
- All meals should be served as single-serving portions and distributed to avoid surface contamination.
- All drinks should either be in single-serving containers, e.g. water bottles and cans or personalised so that only the named user uses it.
- Sit down meals and morning and afternoon tea / coffee breaks should be at designated times and in areas where safe distancing measures can be adhered to.
- Any person handling food should thoroughly wash their hands beforehand and wear gloves and masks.
- As a rule, on-set catering will adhere to government guidelines regarding food service.



4d. Production

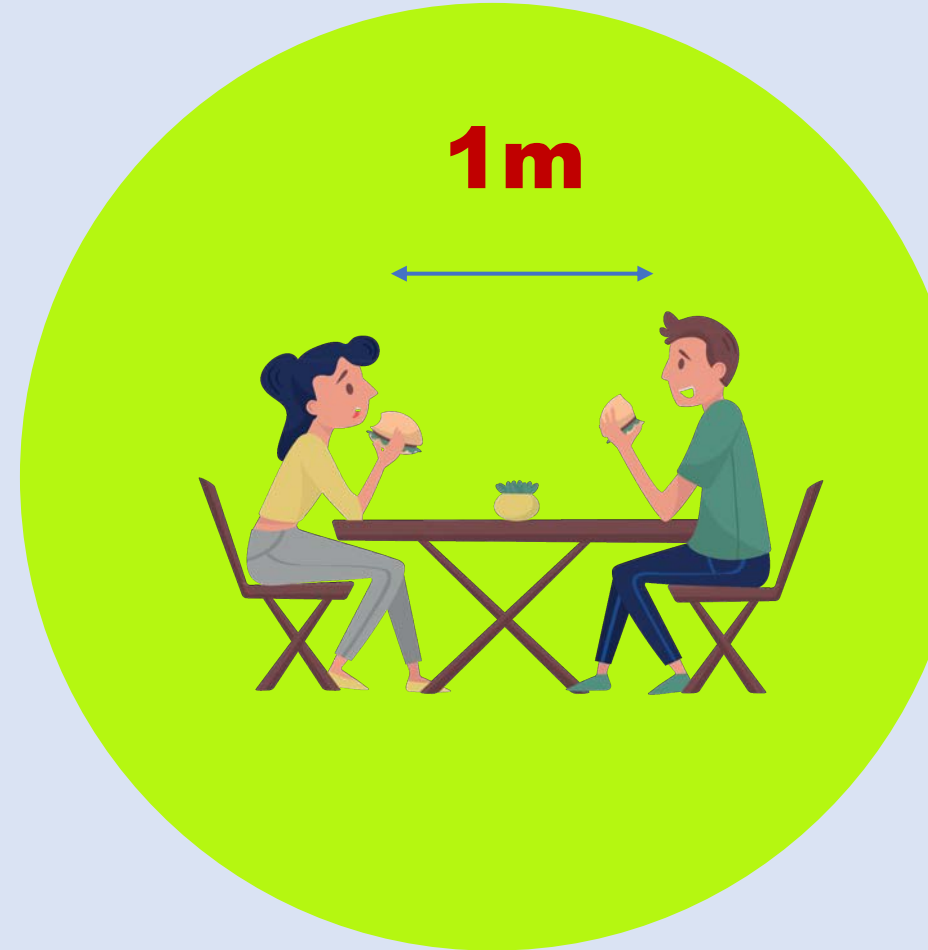
Catering

Do not permit the following:

- Coffee station with self-service
- Snack bowls or unpackaged foods
- Fruit that is not individually packed or served

Cleaning/Disinfection

- Regular cleaning, and topical on-demand cleaning of such areas to be scheduled by cleaning crew.
- Cleaning materials (wipes/antibacterial spray, etc.) to be made available for any crew member to clean surface on demand.



4d. Production

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
- Where minibus transport is required to and from set, vehicles should be allocated on a cohort basis to each department.
- Ensure that all cast/crew sanitise hands before and after getting on transport and wear face masks.

Parking/Loading

- Tech parking areas at location should be isolated from any access by members of the public, or persons not engaged on the shoot.
- Additional consideration should be given to space between vehicles to allow for safe distancing guidelines to be observed during loading/unloading/working processes.
- Masks and gloves to be used where more than one person is required to unload/carry equipment and 1-metre separation may not be possible.



4d. Production

Other Departments

- Other specialist departments including, but not limited to, Riggers, Stunts, Wires, Prosthetics, Food Styling, Vehicles, Tracking Vehicles and high-speed filming, Aerial, Underwater, Motion Control, Animals, should provide risk assessments which include COVID-19 transmission as a risk factor. Refer to this section's general measures for reference.

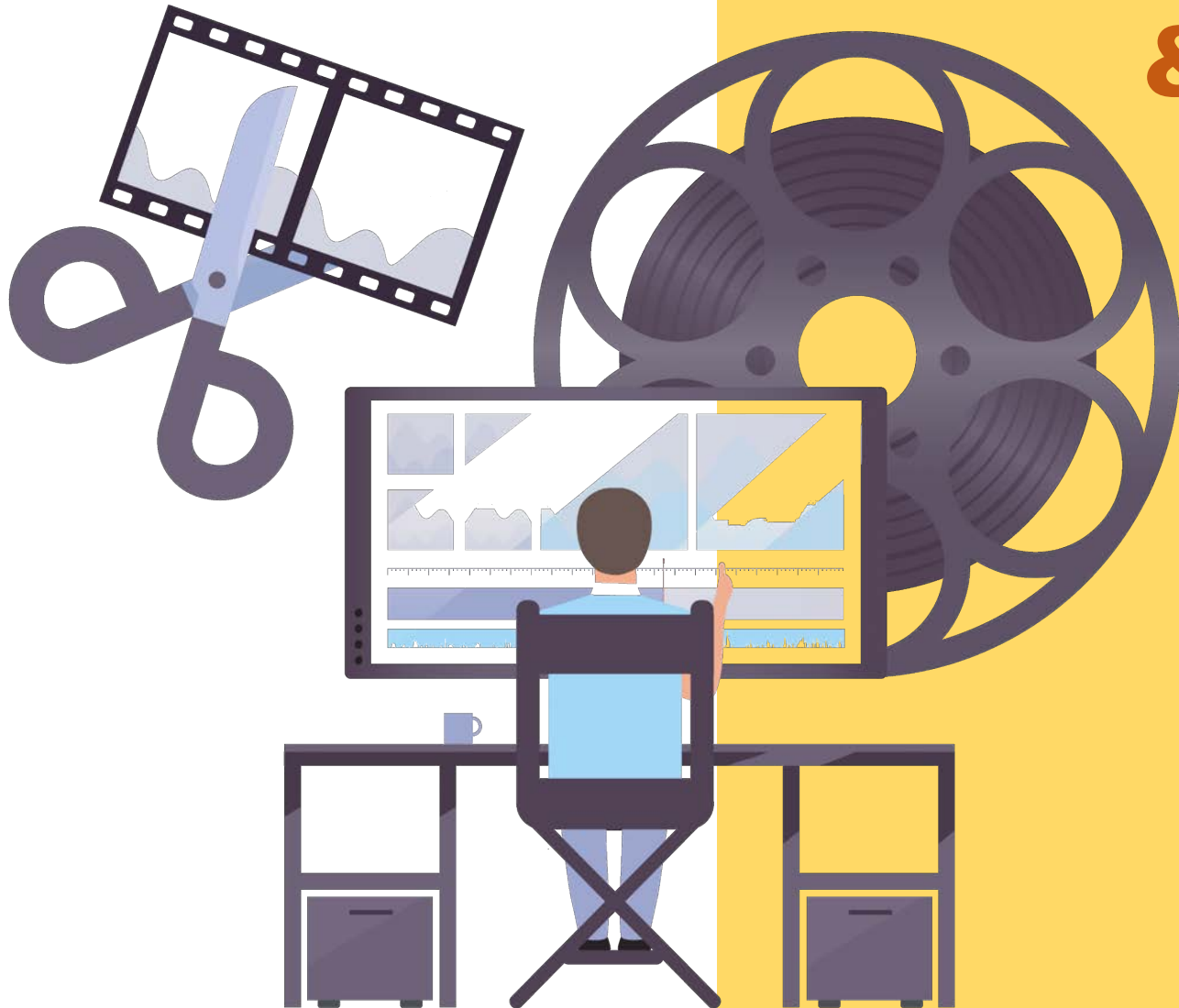
Additional Measures

Holding and Common Areas

- All common areas and holding for talent should be set up in the open where possible.
- Seating will be arranged to promote safe distancing, and prescribed seating will be used to minimise social interaction between departments, so that at-work groupings are maintained on breaks.

* Departmental risk assessments to be provided to expand the general guidelines in this section.

5. Post-production & Audio



5a. Post-production

General Measures

- Staff that can work remotely should be encouraged to do so.
- Where possible, set up an internal data network connected to mirrored servers, accessible by all staff members to work remotely from home.
- Where possible, production meetings via video conferencing software should be used.
- Staff required to go to the office are to be split into two groups working in shifts. Suggested to have a morning and afternoon shift to minimise contact/interaction between staff members and better manage workflow.
- Increase sanitation of workstations, equipment & overall premises.
- No visitors.

Health & Safety

- Where possible, advised to have individual editing rooms. If not possible, safe distancing measures apply.
- In any case, staff to practice distancing measures and personal hygiene at all times.
- Mask to be worn at all times.
- In the case of illness, staff should not come to work and report to supervisor immediately. Where staff is showing symptoms of COVID-19, staff to seek medical attention immediately.
- Further health & safety measures have been outlined in the sections above.



5b. Audio



General Measures

- Staff that can work remotely should be encouraged to do so.
- Staff required to go to the office are recommended to split into two groups working to minimise contact and interaction between staff members.
- Meetings should be conducted via video conferencing instead of in person.
- Post facilities to deploy “SafeEntry” and advised to use “TraceTogether” for employees and visitors to facilitate contact tracing.

Facility Management

- Staff to practice distancing measures and personal hygiene at all times.
- Temperature of all staff to be taken twice a day.
- Mask to be worn at all times.
- Staff are recommended to work in dedicated rooms or areas and workstations.
- Where workstations have to be shared, each personnel will be required to bring their own Personal QWERTY keyboard and screen pointing device (Mouse / trackball / Trackpad)
- Disinfectant sprays and/or wipes have to be provided by the facility in every room.

5b. Audio



Facility Management

- Increase sanitation of workstations, equipment & overall premises, especially in between operators.
 - Operators will be required to wipe down the table tops, buttons and arm rests with disinfecting wipes prior to the shift commencement.
 - Operators will also be required to do a complete wipe down of the table tops, buttons and arm rests with disinfecting wipes after the end of the shift, prior to handing over to the next shift operator.
 - In instances where trackballs built into the console and non-portable (like in some consoles, and also for video colonists), the track ball must be removed and wiped down, along with the roller pinchers with disinfecting wipes, prior to shift commencement and after the end of each shift
- Facilities should be filtered out with a hospital grade Hepa filtration air purifier for at least 20 minutes (depending on the room size) in between shifts (see Annex A).
- In the case of illness, staff should not come to work and report to supervisor immediately.
- Where staff is showing symptoms of COVID-19, staff to seek medical attention immediately.

5b. Audio



Recording

- Recordings should be conducted remotely with talents (artistes, musicians) and clients, where possible.
- Talent is advised to bring their own water, headphones and pop filter. Clients are to dial in for the session via Skype, Source Connect etc.
- Recording engineer should wash and sanitise hands before any microphone set up or readjustment. Microphone should be adjusted before the arrival of talent. Should readjustment be needed, Talent should step aside. As an additional safety precaution, recording engineer should have a face shield on (as some talent, eg. VO talent, will not have a mask on).
- Cleaning and disinfect equipment such as microphones, pop-shields, etc. before, after and in-between users.
- Metal mesh pop filters are preferred over fabric mesh pop filters due to ease of cleaning and sanitisation.

Reviews

- Where possible, remote reviews should be conducted.
- Where physical review is required, only essential personnel should attend and social distancing must be respected at all times.

5b. Audio



ANNEX A

Air Purification in Studios

It is recommended to incorporate the use of an Air Purification device within each studio room that houses operational personnel.

Below is a list of recommended specification for an Air Purification Device:

- Principal of filtration is based on (may be working in tandem):
 - HEPA / Hyper HEPA filters (Nominal 0.3 microns and below)
 - Electrostatic
 - Ionizing
 - Ultra Violet UV Lamp
- The system must have a volumetric capability that matches the size of the room.
- Depending on frequency and duration of studio sessions, the Clean Air Delivery Rate CADR should be +/- 200.

5b. Audio



ANNEX A

Air Purification in Studios

- For an audio facility, operational noise of the device should be minimum.
- For centralised air-conditioning system, an industrial type system should be brought up to the building management.
- Servicing of this device should be done regularly with standard precautions like facemask and protective gloves.
- NEA website recommends a list of air purification devices and suppliers.

Sidenote:

- Although there is no direct relation or evidence an air purification system removes the virus or prevents infections, it is prudent to keep the circulating air in the studio at a healthy quality as much as possible. These systems at the very least prevent respiratory challenges that may lower the staff and client's immune system, resulting in promoting transmission. Therefore, the inclusion of an air purification system remains to be a recommendation.

6. List of References & Essential Information

1. Infocomm Media Development Authority Annual Survey on Media Industry 2019

<https://www.imda.gov.sg/-/media/Imda/Files/Infocomm-Media-Landscape/Research-and-Statistics/Survey-Report/MI2019-Public-Report.pdf>

2. Ministry of Health Advisory

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

3. Ministry of Health – Updates on Phase 3 (Heightened Alert) Measures

[https://www.moh.gov.sg/news-highlights/details/updates-on-phase-3-\(heightened-alert\)-measures](https://www.moh.gov.sg/news-highlights/details/updates-on-phase-3-(heightened-alert)-measures)

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

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

5. 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>

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->

6. 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/Safe-Management-Measures-for-the-Arts-and-Culture-Sector-.html>

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

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

6. 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=IwAR3SwlvpgH97TI31BVSqC4Tg80w1gIW4FDDWcZ8WCmH0P-4g1wkxXqC0Es>

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

<https://eufcn.com/>

7. List of Contributors

This document has been crafted in consultation with various industry stakeholders, including:

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- Baranikumar – Association of Independent Producers (AIPRO)
- Jeffery Linus Lee – Hair and Cosmetology Association Singapore (HACOS)
- Khim Loh – The Moving Visuals Co
- Molby Low – Wawa Pictures
- Jean Yeo – Ochre Pictures
- Desmond Tan – Atypical Films
- Irene Ang – Fly Entertainment
- Chan Pei Ling – Starlight Media Consultants
- Bryan Choo - TSL Media Group

- Chang Long Jong – mm2 Asia
- Junxiang Huang – Zhao Wei Films
- Frank Smith – Infocus Asia
- Karen Seah – Refinery Media
- Doreen Neo – Mediacorp
- Ronald Loke – Gallagher Insurance
- Lim Bee Lin – Weiyu Films
- Nick Chee – Sinema Old School
- 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