

## **COVID-19 TINKER TAYLOR Shooting Guidelines**

The purpose of these guidelines is to enable our productions to take reasonable and practical steps to safeguard the health and safety of everyone attending a film shoot in relation to COVID-19 and to meet their obligations to do so under the Health and Safety at Work Act, and law and Government regulations on COVID-19. TINKER TAYLOR has that responsibility which they can meet by following these guidelines.

In addition, everyone working on the production and attending it has responsibilities in respect of COVID-19. They too can meet them by complying with these guidelines.

### **MEDICAL INFORMATION**

Some medical context on COVID-19 (also read the [WHO's dedicated FAQ](#)):

- The time between exposure to COVID-19 and the moment when symptoms start is commonly around five to six days but can range from one to 14 days.
- COVID-19 is transmitted from infected people's respiratory secretions (coughs/sneezes) reaching the nose, eyes or mouth.
- The most common symptoms are fever, coughing, sneezing and shortness of breath, less common symptoms are diarrhoea and abdominal pain.
- Some people with COVID-19 suffer or show no apparent symptoms. Asymptomatic sufferers may still be infected and there is strong scientific evidence that they can transmit the virus too.
- COVID-19 can also survive on surfaces and be transmitted from them.

### **KEY PRINCIPLES**

The purpose of social distancing and PPE is to break transmission of the virus and reduce the risk of infection. We should operate on the basis that we all have the potential to be asymptomatic carriers and must adhere to the safety principles to minimise risk. Therefore the following essential rules are based on current UK Government guidelines, and must be adhered to:

- Maintain social distancing wherever possible - ideally stay two metres apart.
- Wash your hands or use hand sanitiser for at least 20 seconds as often as possible.

- Cough and sneeze in the crook of the arm or into a tissue and bin immediately.
- Report COVID-19 symptoms to the Director on location.

### **TT BEST PRACTICES**

These are recommendations as to how to structure our live-action productions, they will be constantly reviewed and updated. The number of people on location should be kept to a minimum. Anyone - production staff, cast, crew, agency and client - who is not absolutely necessary to have at the location to make the film should not attend. Furthermore, every person who will be attending the location shall confirm to have thoroughly read our Risk Assessment as well as this document.

### **OFFICE**

- Avoid printing and paper distribution except for clear safety posters on set - note: COVID-19 can last 24 hours on paper.

### **THE SHOOT - GENERAL**

- Stagger call times where possible to avoid congestion.
- Keep the unit as small as possible and minimise the number of crew/agency/cast on set at any one time.
- Wash and thoroughly dry hands on arrival and during the day at regular intervals. Alcohol-based sanitisers should be visible throughout location and soap and water provided wherever possible
- Consider increasing video monitors on set to avoid clusters of people.
- All crew to adhere to any safety guidelines or notices given on the day.
- Consider any space markers where possible.
- Walkies and camera equipment to be correctly sanitised, bagged up and labelled with crew names before distribution - do not share radios.

### **LOCATION SHOOTING**

- Try and ensure common areas and holding areas are outside, preference for one location without unit moves.
- Locations to be well ventilated.
- Locations where possible also required to share their COVID-19 preparedness plans.
- Locations to be cleaned prior and after shooting if possible.
- Avoid locations at a distance which would require overnight accommodation for those involved, also avoid locations which will not permit minimum social distancing.

- Director's recce and tech recces minimum crew only (self-driving and maintaining social distancing throughout) to include a health and safety officer where possible.

### **CREWING-UP**

- It is advisable to hire a medic/nurse depending on the size of the unit.
- A person must be allocated on set to be responsible for monitoring COVID-19 related matters.
- Require all crew to notify you in advance if they develop symptoms.

### **TECHNICAL CREW**

- Boom sound where possible, or train talent to apply mics themselves if booming not feasible.
- Camera team to wear appropriate PPE if breaking social distancing around equipment.

### **HIRED EQUIPMENT - GENERAL**

- COVID-19 can survive up to 72 hours on plastic and steel, so try to work out advance collection/delivery/quarantine of kit/materials where possible.
- All equipment hire facilities should have their own risk assessments and health and safety practices and should provide TT with a copy.
- TT kit has been sanitised appropriately.

### **TRANSPORT**

- Crew to drive themselves to set and be dissuaded from using public transport where possible.

### **HEALTH AND SAFETY - GENERAL**

- Full risk assessment, on a job by job basis, will be carried out by the Production Coordinator and the Production Manager before the shoot.
- All crew and talent to provide contacts for family/household in case of emergency on the day of shooting.
- Individuals on the shoot should be contacted subsequently in the event that fellow workers/talent are found to have contracted COVID-19 within the two weeks following the shoot.
- All workers, if they have any symptoms associated with COVID-19 or in advance of work, should report to production and remain in quarantine at home, without going to their workplace.
- Avoid sharing hand tools and personal property (mobile phones, pens, walkies etc) - crew must be responsible for the safety and sanitisation of their own items.

## COVID-19 Health Declaration Form for crew/talent/agency/client attending shoot

As part of our commitment to provide a safe working environment for all on set during the unprecedented, fast-changing COVID-19 situation, we need to ask you to confirm that, as part of your agreement with the production company engaging you that:

- You have no cause to believe you have COVID-19 or may have been exposed to COVID-19.
- You have been meeting the Government COVID-19 guidelines and social distancing when not at work.
- As far as you are aware, you have not been in close contact with a confirmed case of COVID-19 or anyone who is showing symptoms consistent with COVID-19 in the last 14 days.
- You have not travelled to, nor to your knowledge had any contact with any individual travelling from any high COVID-19 risk countries (as deemed by [UK FCO](#)) in the 14 days prior to the shoot.
- You have not had a cough, or a temperature of 38 degrees centigrade or above in the last 14 days.
- If you develop a cough or a temperature of 38 degrees centigrade or above at any point before or during or within 14 days following the shoot you will immediately inform the production company engaging you.
- If you are over 70 years of age or have any preexisting condition which would put yourself at increased risk of severe illness from COVID-19, you must inform production.
- You will notify us immediately should anything change in regards to the above confirmations.
- You have read, understood and agree with the TT COVID-19 guidelines.

Thank you, and stay safe!

Tinker Taylor

The logo for Tinker Taylor features a vertical orange line on the left side, followed by the words "TINKER" and "TAYLOR" stacked vertically in a serif font.

TINKER  
TAYLOR