

[TITLE PAGE]

IMPORTANT NOTE:

Have a certified local Safety Officer prepare this manual and attach their CV, if possible. If the production does not have a local safety officer yet, have the local producer/line producer or a key crew member knowledgeable about the local scene prepare the manual.

This is just a sample plan. You may adjust, update, and format according to the needs and capabilities of your production. Make sure to be specific and detailed on how you intend to mitigate and carry out each of your action plans.

SYNOPSIS

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Amet risus nullam eget felis eget. Ullamcorper sit amet risus nullam eget felis. Blandit aliquam etiam erat velit scelerisque in dictum non consectetur. Congue eu consequat ac felis donec. Ultricies mi quis hendrerit dolor magna eget est lorem. Bibendum arcu vitae elementum curabitur vitae nunc. Sed vulputate odio ut enim. Lectus vestibulum mattis ullamcorper velit sed ullamcorper morbi. Pretium quam vulputate dignissim suspendisse in. Tincidunt praesent semper feugiat nibh sed. Amet nisl suscipit adipiscing bibendum est ultricies. Adipiscing elit pellentesque habitant morbi. Tellus cras adipiscing enim eu. Molestie a iaculis at erat pellentesque adipiscing commodo elit. Ut consequat semper viverra nam. Nec ullamcorper sit amet risus nullam eget felis eget.

Justo eget magna fermentum iaculis eu. Aliquet porttitor lacus luctus accumsan tortor posuere ac ut. Penatibus et magnis dis parturient montes nascetur ridiculus. Cursor euismod quis viverra nibh cras pulvinar mattis. Lorem donec massa sapien faucibus et molestie ac. Feugiat scelerisque varius morbi enim nunc. Sed velit dignissim sodales ut eu sem. Placerat in egestas erat imperdiet sed euismod nisi porta. Vestibulum lectus mauris ultrices eros in cursus turpis massa tincidunt. Tortor id aliquet lectus proin nibh nisl condimentum id. Eu sem integer vitae justo eget magna fermentum. Laoreet non curabitur gravida arcu ac. Amet mattis vulputate enim nulla aliquet porttitor. Egestas egestas fringilla phasellus faucibus scelerisque eleifend donec. Aenean vel elit scelerisque mauris pellentesque pulvinar pellentesque habitant. Facilisis gravida neque convallis.

LOCATIONS:

Manila City

SCHEDULE:

DATES: January 1, 2, 3 and February 1 & 2, 2020

SHOOT SCHEDULE TIME: 07.00 to 21.00

TOTAL NUMBER OF CAST AND CREW:

50 including 5 Foreign Cast and Crew

FOREIGN PRODUCTIONS CAST & CREW:

1. John Smith - Lead Actor
2. Jane Doe – Producer
3. Will Brown - Associate Producer
4. Mary White - Cinematographer

This Safety & Health plan for TITLE, is aligned with the minimum safety protocols of the DTI-DOLE-DOH Joint Administrative Order (JAO) No. 2021 - 0001 entitled “Health and Safety Protocols for the Conduct of Film and Audiovisual Production Shoots and Audiovisual Activities During COVID-19 Pandemic”. Outlined below is our plan of action on how to make this production as safe as possible for all the crew members involved.

OVERVIEW

This document will describe the proposed Safety Plan for the TITLE Film shoot this January 1, 2, 3 and February 1 & 2, 2020 at Manila City.

The Production shoot will be closed off to the public and guests. All participants and staff shall be briefed on the conduct for safety for this event.

GENERAL INFO

Film crews must have access to information on the risks of contagion from COVID-19 and must be made aware of the preventive behavior they must adopt throughout this project. Namely the:

1. DTI-DOLE-DOH Joint Administrative Order (JAO) No. 2021 - 0001
2. DOLE-FDCP Joint Memorandum Circular 2020-001
3. DOLE-DTI Interim Guidelines on Workplace Prevention and Control of Covid-19
4. DOH Administrative Order 2020-0015
5. DOLE Department Order No. 198 S. 2018
6. Republic Act No. 11058 - Strengthening Compliance with Occupational Safety and Health Standards Act
7. Republic Act No. 11332 - Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act
8. IATF Resolution No.98 S.2021

The symptoms associated with COVID-19 are fever (equal to or greater than 38°), cough and difficulty breathing. However, there may also be sore throat, runny nose, headaches and / or and tiredness, even though this is not considered a symptom of suspected COVID-19. Before any of the crew will be allowed to join this event, all staff must under go a physical examination and undergo a COVID-19 test. be given a “Fit to Work” certificate from a doctor.

In case of suspicion or symptoms associated with COVID-19 disease before the start of the, they must inform their immediate head/ or company manager of their symptoms. The employee must not go out and quarantine themselves at home. They must refrain from going to work. It is the responsibility of the supplier to make sure that all their staff is fit to work.

The safety policy is an essential part of the document and states the commitment of the organizer to the safety and security of the event and its guests, It needs to be signed and dated by the most senior member of the team, who will be accountable for event health and safety.

SHOOT SAFETY PROCEDURE

This document will show safety and security procedures that are in place and clearly outlines our safety and security issues for the event. this includes include, but is not limited to, the following:

1. Access control of staff/crew
2. Monitoring of equipment installation for OSH worker safety standards
3. Enforcing safety policies
4. Distance management and control
5. Medical screening
6. Egress safety and management

SOCIAL DISTANCE MANAGEMENT POLICY

The social distancing shall be enforced through the entire venue. Safety marshals shall monitor persons inside the activity area as well as outside and remind everyone of the policy in case they forget. Floor marking and signages shall be added to help manage this policy. The minimum social distance that you should always try to ensure between people at the filming location is 2 (two) meters (approximately- 6.5 ft.).

When indoors, the maximum number of persons allowed on the premises must always be based on the available space allocated for the job and need to ensure proper social distance is followed.

To aid in this situation, the floor will be marked with duct tape as to when where to stand and where to wait. This shall also form as a guide for crew and staff as to where to go about and walk This will also serve as boundary lines for everyone.

Event safety team will observe the crowd and constantly remind them of wearing PPE and distance control.

The separation of the technical teams will avoid a concentration of large numbers of people in the same space. Producer along with the safety team will coordinate with venue management to adjust ingress and exit times, to manage the scheduling of suppliers for set up in the venue.

SCHEDULING PLAN

Because of Social Distancing, the scheduling of the suppliers for set up will be based on what needs to be installed first. (to be added once venue is finalized)

HYGIENE AND DISENFECTING GUIDELINES

The production manager, venue manager, crews and other staff who will be working in the event should be aware of the following hygiene and disinfecting rules:

IN CHARGE	TASK	PLAN	REMARKS	WHAT IS NEEDED
Event Safety Head	<p>Coordinate with venue management and review hygiene policy for the "NEW NORM" policy</p> <p>Get information from the venue manager on:</p> <ol style="list-style-type: none"> 1. date of last event in the venue 2. what kind of event 3. quantity of guests in the venue 4. any mechanical/technical incidents that may have happened and was not fixed yet. 	<p>Review and investigate venue and inspect the maintenance of the venue.</p> <ul style="list-style-type: none"> • Aircon filters • Rest rooms • Storage areas • Furniture • Kitchen area • Holding areas • Common areas • Parking area • Safety signages to be placed in and out of venue • Provide a safety guide with briefing to suppliers and their crew regarding safety protocols 	<ol style="list-style-type: none"> 1. Aircon filters will need to be removed and cleaned and disinfected. 2. All restrooms need to be disinfected. Including the walls mirrors floor windows 3. Kitchen must be cleaned and disinfected 4. all holding areas, storage areas must be disinfected and sealed. 5. mark floor with bright tape as a guide to inform people where they can stand and pass walk by. <p>Prepare a safety briefing before each supplier begins to unload.</p>	<ol style="list-style-type: none"> 1. Disinfectant walls and floor 2. defogging machine 4 units 3. 70% alcohol 4. sanitizers 5. plastic bags 6. masks 7. Latex gloves 8. decontamination tent 9. NO ENTRY Tape 10. non-contact temperature meters. 11. Duct tape/ Bright Tape 12. supplier and worker must sign an agreement that they have underwent the safety briefing of the rules regulations and policies of the venue and that they will comply with what safety marshals say.
set up crew	<p>Must ensure they are fit to work and with NO signs or symptoms of colds or flu.</p>	<p>All suppliers must ensure that their staff who will be working at this event is:</p> <ol style="list-style-type: none"> 1. Covid-19 free. 2. must have a "FIT TO WORK" letter from a physician 3. extra clothing 4. PPE (Safety Equipment, Mask, eye shield, gloves, sanitizers 5. crew who will set up or install equipment will be allowed inside the venue and will only be allowed to exit. 6. unloading crew will remain outside the venue 7. must attend safety briefing and sign attendance. 	<p>Crew will need to be put in a strict scheduled timetable when working.</p> <p>All equipment must be unloaded first from the truck and placed on ground for disinfecting</p> <p>Crew will need to change to fresh clothes when entering the venue.</p> <p>Crew must change clothes and place in plastic bags and stored back in their vehicle</p> <p>Crew will need to subject to whole body disinfecting.</p> <p>Crew must AT ALL TIMES WEAR PPE.</p>	<p>Decontamination tent</p> <p>Foot bath mats</p> <p>Plastic bags for clothes</p> <p>Disposable masks</p> <p>Certificate/letter of "FIT TO WORK"</p> <p>Personal alcohol/sanitizer</p> <p>Provide crew a copy of the safety guidelines.</p>

Safety Marshals	<p>Will strictly enforce policies</p> <p>Manage disinfection of crew and equipment</p> <p>Manage social distancing in the venue</p>	<p>Marshals will manage the crew as they enter the venue</p> <p>They will check all the credentials of crew if they meet requirements</p> <p>Organize the crew, who will set up and who will unload.</p> <p>Make sure all crew will attend the safety briefing and sign attendance</p>	<p>Marshals to maintain social distancing of crew during disinfection</p> <p>Marshals to instruct crew to remove outside clothing and place in plastic bag</p> <p>Mask worn outside by crew will need to be placed inside the bag with the clothes and be replaced with disposable mask</p>	<p>Plastic bags</p> <p>Disposable masks/ face shields</p> <p>Sanitizing tent</p> <p>Defogging machine with disinfectant</p> <p>Disinfectant; alcohol spray and sanitizers</p> <p>Foot/shoe bath in all entrances and exits</p>
Emergency services	<p>To ensure everyone in the venue is safe</p> <p>To address any issues related to accidents or signs of sickness</p> <p>To assist in monitoring safety in the venue and uphold the policies of the event</p>	<p>Emergency services will set up a Isolation tent outside of the venue, incase a person is identified as to showing symptoms of Covid or any respiratory sickness</p> <p>Will be the one to coordinate medical teams and hospitals in case one gets into an accident</p>	<p>Emergency services team will present the safety briefing for the event.</p> <p>Emergency services has the authority to stop the event if they find anyone in violation of the safety protocols.</p>	<p>External Isolation tent with bed.</p> <p>Ambulance service with at least 3 medics</p> <p>First aid kits</p> <p>Disinfectants</p> <p>Additional PPE's</p>
Venue Management	<p>To address the needs of clients renting the venue.</p> <p>To help enforce the event policies to their staff throughout the event</p> <p>To make sure staff follows strict compliance of the rules and policies for the event.</p> <p>To make sure that the venue has proper emergency equipment such as firefighting equipment,</p>	<p>Venue Manager make sure that all facilities, rest rooms, storage areas, food preparations area, holding areas are deep cleaned and sanitized</p> <p>Venue manager will also make sure that there is adequate supply of disinfecting soaps and disposable hand towels in all the rest rooms.</p> <p>Venue manager must make sure that all venue housekeeping staff/inhouse staff wear PPE</p> <p>Venue manager must ensure that all areas mentioned that needs to be cleaned and sanitized</p> <p>Event Safety lead along with Event organizer will meet to discuss emergency procedures including the equipment needed to make the event function safely</p> <p>Provide a top view map of the entire venue clearly marking location of all facilities including emergency equipment, first aid area disinfecting area</p>	<p>Venue manager that all aircon filters are removed and cleaned/disinfected.</p> <p>Venue manager will turn over venue to client after all areas are cleaned</p> <p>Venue manager will make sure that all restrooms, holding areas food prep areas will have proper PPE and hand sanitizing materials.</p> <p>Review all emergency numbers in the venue to make sure that the numbers and communication lines are clear</p> <p>Check venue first aid kit and supplies make sure it is</p>	<p>Bring in additional safety equipment such as additional fire extinguishers and fire blankets.</p> <p>Check all facilities of the venue to make sure hygiene and cleanliness is met before is approved for people to enter.</p>

INDIVIDUAL HYGEINE

The producers for this event shall use all efforts to promote proper individual hygiene during the shoot.

Hand sanitizers and alcohol will be spread out in all access points in the venue. Restrooms will have soap and water for washing and housekeeping team will ensure that all soap containers are always full. As an additional measure to protect everyone in this activity from the virus, the event marshals shall continuously rove in the venue to spray hands and disinfect objects.

Signages will be posted all over the venue to remind crew/staff on:

1. Personal hygiene
2. Social distancing
3. PPE

INGRESS PLAN

The purpose of this plan is to provide a clear guide on the policies for safety for the event. due to the virus pandemic, all movements must be strictly managed in order to comply with the new norm guidelines.

- All suppliers will be given a time when they can arrive in the venue and set up their equipment.
- All suppliers shall need to arrive 1 hour early in order to hear the safety briefing from emergency services team.
- Suppliers must split their team into 2.
 - First team will be in charge of unloading all equipment
 - Second team will be in charge of assembly and build.

POLICY

Crew who will set up the equipment inside the venue will:

1. Bring a clean set of clothes to be used inside the venue.
2. Must submit themselves to a temperature check and full decontamination
3. Crew must remove their outside clothing and change into a fresh set of clothing
4. Crew must remove their face mask, place it along with their outside clothing
5. Removed clothing must be sanitized before storing in the plastic bag
6. Crew must step into the foot mat so they do not track in bacteria or viruses.
7. Event safety marshals will provide a disposable mask to the crew member that must be worn all throughout the event.

8. Crew members who are tasked to set up inside must remain inside. No crew member will be allowed to exit the venue during the build.
9. If a crew member must urgently exit the venue, they must change back into their outside clothes and must go through the same procedure when returning.

Crew in charge of unloading all equipment

1. Crew who are tasked to unload the equipment will only remain outside.
2. All equipment must be wheeled or carried to a designated spot where safety marshals can disinfect the equipment.
3. All equipment that were disinfected must be taken to the Hand off area where the set-up crew will pick up and take it into the venue.
4. At no time at all the unloading crew shall enter the venue.
5. If the unloading crew needs to enter the building, they must go through the same procedure as the set-up crew.
6. Unloading crews must, at all times wear the PPEs while working.

POLICY (INSIDE THE VENUE)

The purpose of this policy is to provide a clear guideline to staff and crew in regards to safety protocols while inside the venue.

The Scope and applicability of this policy not just for the working crew but it is extended to all staff involved with the event or in the venue.

In order to comply with the New Norm all persons inside the venue must:

1. Wear PPE such as face mask that covers nose and mouth
2. Face shield or eye protection
3. Have in their body hand sanitizing or 70% alcohol
4. Safety equipment for those working on heights
5. Must maintain a distance of 6 feet from each other.
6. Not remove mask to sneeze or cough but instead move to an isolated location away from others
7. Not loiter inside the venue
8. Must not smoke, eat or drink while inside the venue
9. Do Not share PPE

VENUE MAXIMUM CAPACITY

POLICY (food)

The purpose of this policy is to provide a guideline for caterers and food preparations for the crew. As a safety precaution food companies and caterers should prepare food for the staff in the venue. Food prepared outside and brought into the venue may have been touched by contaminated hands. There shall be ONE person who will be assigned to dispense food packs and drinks.

Pack Lunch: all packed lunch must be taken to the sanitizing tent and be sanitized before taking it in to the food preparation area. there will be ONE person whose only task is to distribute and accept food from the caterer.

1. Food must be packed in plastic bags individually
2. Food while still in the plastic bag must be disinfected
3. Plastic utensils must have individual packaging
4. Only food server is allowed to handle the food
5. Servers will hand food over, staff/crew is not allowed to touch food
6. All staff/ crew must wear PPE during the food pick up
7. Staff/crew will maintain social distancing while consuming meals.
8. Large individual bottles of water will be provided to staff and crew to minimize sharing of glasses and the use of common water dispensers. A craft table will be set up for other food and drinks, like individually packed snacks. Sharing of food and utensils is highly discouraged.
9. Mealtimes will be staggered to avoid large number of people congregating in one area at the same time.
10. All individuals will be responsible for picking up their food and drinks and disposing their trash after.

BRINGING IN OWN FOOD there will some cases where crew and staff will bring in their own food. If the person must bring in their own food due to a special diet or food allergies the must:

1. Give a request letter to organizer informing them of their reason needing to bring in food. (diet, allergies, religion etc.)
2. Put food in a secure plastic container where it can tightly seal its contents.
3. Surrender the food items to caterer so it can be disinfected.
4. Must keep all food along with the rest of the other meals.
5. To help prevent the spread of the virus, food and drinks **MUST NOT** be shared
6. It is advised that everyone shall bring in their own mugs or cups with a lid.

SYMPTOMS AWARENESS

Anyone who has symptoms of COVID-19, such as fever, cough or difficulty breathing, should be immediately removed from the filming location, the contingency plan must be triggered and applied a quarantine in a location indicated in that plan.

If a person/crew or staff starts feeling the symptoms of covid-19, he/she must:

1. Immediately stop working. Do not remove PPE
2. Inform colleague or immediate superior of the symptoms your feeling.
3. Do not touch anything and immediately move away from people.
4. Isolate themselves and move towards the isolation room provided.
5. Do not go near anyone, move away while walking towards isolation room
6. Once inside the isolation room emergency service will interview.
7. Event safety will move other staff and crew away from the area and shall commence sanitizing.

In house doctor will be alerted in regards to the person of interest. If the person is well enough to drive, they will be asked to go straight home and his/her health declaration will be submitted to the barangay and Department of Health for further investigations.

DURING THE SHOOT

During the shoot the production guidelines will now be minimum and must be followed by the production at any filming location. The production team should ensure that everyone who participates in it is aware of them and that they are obliged to comply with basic safety rules.

SOCIAL DISTANCING DURING FILMING

The minimum social distance that you should always try to ensure between people at the filming location is 2 (two) meters (approximately- 6,5 ft.).

When filming indoors, the maximum number of team members allowed on the premises must always be based on the available space allocated for the job, all staff must be aware of proper and the need to ensure proper social distance.

To aid in this situation, the floor will be marked with duct tape as to when where to stand and where to wait. This shall also form as a guide for crew and staff as to where to go about and walk. This will also serve as boundary lines for the crew.

The number of people present simultaneously, whether from the production team, actors, other professionals necessary to the scenes, etc., should be reduced to the minimum necessary for the operation to be carried out. All other crew and staff who have finished with setting up, will need to vacate the taping area. A holding area will be provided for staff waiting to disassemble equipment.

In the common areas that exist on site, the distancing rules must be followed, and the layout of the common areas must comply with these same rules.

Event safety team will observe the crowd and constantly remind them of wearing PPE and distance control while inside the shoot area.

SCENE RESTRICTIONS

Whenever the scenes that cause direct physical and personal contact are imperative for the course of action, it is highly recommended that the talents involved must prove their health status before start of the scene:

1. A proof of a negative SARS-CoV-2 RT-PCR test not more than 72hours carried out on a date as close as possible to the realization of the respective scenes, fulfilling isolation since the test was carried out (as the test only determines the subject's condition at the exact date of realization of it),
2. Actor/actress demonstrating that a period of 14 days of isolation has been completed, immediately preceding the beginning of filming.

Always aiming to guarantee a maximum safety for all those involved during the event.

ARTS AND PROPS DEPARTMENT

The Art / Props Department must disinfect all props before and after using them and ensure that food / drinks, bottles, glasses, plates, and other utensils used for casting and figuration are properly and previously disinfected. Once all items that will be used by talents and staff, all props must be placed and sealed in an area where it will not be touched.

Only authorized handlers from the prop department will only be the ones allowed to touch and move all equipment.

BACK UP GENERATORS OR POWER SOURCE

Generators that will be used to provide power for the event must be located outside of the venue and well away from any structure. Running a generator inside any enclosed or partially enclosed structure can lead to dangerous and often fatal levels of carbon monoxide. Keep generators positioned outside and at least 15 feet away from open windows so exhaust does not enter the venue or any neighboring home/business.

SAFETY POLICY FOR USING GENERATORS

1. Make sure the generator is properly grounded. Grounding generators can help prevent shocks and electrocutions.

2. Keep the generator dry. Operate your generator on a dry surface under an open, canopy-like structure and make sure your hands are dry before touching the generator. Provide a tent like canopy over the generator in case it rains during the shoot
3. All cables that will be plugged into the generator must be in good working condition. Wires and cables must be inspected first and if damaged must be replaced.
4. Maintain an adequate supply of fuel. Know the generator's rate of fuel consumption at various power output levels. Carefully consider how much fuel you can safely store and for how long. Gasoline and diesel fuel for the genset must be securely stored in location away from heat and flames in a cool dry place.
5. Turn the generator off and let it cool before refueling. To be safe, be sure to check the fuel tank of the generator before using it for the event.

GUIDELINES FOR CAMERAMEN / PHOTOGRAPHER

The following situations should be avoided:

The congregating of people in one area. Photographers or cameramen must be aware of the safety protocol of PPE and social distancing. There will times when having close contact with one another cannot be avoided to look at or discuss something regarding to the camera shot. Here is a guideline on how this situation can be managed.

- Before approaching your colleague to discuss, you must first look around and make sure the person, you are about to approach is alone. If he/she is talking to someone, do not approach, wait until he/she is done then approach.
- Make sure you are wearing your PPE, in this case mask face shield.
- When approaching, make sure to keep distance control and stop at one arm length away from the person.
- Make sure to check that the person is wearing their PPE correctly, which is, face mask must cover both mouth and nose. And face shield to cover the face. If you notice the person in front of you or any person in the activity who is not wearing the PPE properly, PLEASE CORRECT THEM.
- Keep your hands to yourself or in your pockets do not touch anyone or any equipment!
- DO NOT touch equipment that you are not handling. And last, manage your time and exposure with that person. Safety team will be there to help manage safety protocols, so please do not take it to offence if safety team will remind you of social distancing.

RISK ASSESSMENT

Hazard	What could go wrong	Inherit Risk	Risk Control	Current Risk Rating	Additional Risk Control	Residual Risk	Notes
Refusing to change clothing	Clothing may have bacteria/virus	High	Bring in extra set of clothes	Medium	Provide Full suit gowns with hood	Low	Supplier should be charged for the cost of the PPE suit if the worker refuses to bring additional clothes or changes into fresh clothes.
Refusing to wear face mask	Person may acquire virus other than covid-19	High	Refuse entry to worker to the venue	medium	Evict person from event and property	low	Inform the supplier that this is not just a policy but now also a nation-wide regulation that all persons will need to wear PPE
Un cooperative crew when unloading equipment from vehicle	Equipment can pile up during sanitation can cause a mix with other suppliers and not maintain social distancing.	High	Schedule each supplier a specific time when they can enter the venue and un load.	low	Provide additional marshals to monitor and strictly enforce policies		Communicate with supplier and be clear on the times and window they need to unload and assemble equipment.
Supplier vehicle carelessly parking	Vehicles can hinder exit and block pathways in case an emergency	High	Designate parking space for supplier vehicles	medium	Have event marshals direct them to specified parking slot after unloading		Drivers shall be informed as they enter the unloading procedures for ingress.
Equipment storage boxes and equipment	Equipment storage boxes left unattended can block pathways for emergency exits. This also can invite crew members to loiter around storage boxes as a "hang out" area during activities. Other risks that can happen is boxes can get contaminated if	High	Designate proper storage locations for supplier equipment.	Medium	Disinfect all container boxes at the storage space provided. Designate one of the supplier's crew member as the "go to" person who can approach and handle the containers in the storage space Event marshals to monitor area and	low	It is important to keep all equipment inside the venue after it has gone through disinfecting measures. Designate 1 or 2 people allowed to enter the area Provide separate marking on ingress pass for easy identification

	placed back into the vehicles				challenge those who wish to enter area.		
Electrical equipment and electrical wiring	Electrocution, Trips and falls	High	Fix all electrical points and installations make sure that all wire damages are addressed and fixes including sockets. Provide a cable layout plan so workers and staff do not step on them	medium	Place barriers around cables creating a safe passage for people to walk by, Additional signages and lighting Event marshals to monitor the area and to warn persons regarding the cable layout	low	
Open toed shoes	Trips and lacerations injuries	high	Require all staff to wear work shoes, closed shoes.	low	Enforce dress policy		
No social distancing	Chance to get infected with covid or any other virus	high	Require all person to wear PPE face shield mask	low	Additional safety marshals for monitoring and		
Not sanitizing	Can get contaminated	high	Sanitize frequently all high touch surfaces	Medium	Provide alcohol to all persons and add signages to keep sanitizing	low	

MAXIMUM ALLOWABLE CAPACITY DURING THE SHOOT

- Attendees will strictly be limited to a maximum of 50 people (subject to post ECQ rules given by DOLE/IATF/DTI/DILG). A list will be provided before the shoot, and only those on the list will be allowed inside the studio or location. This list will include only essential personnel and key decision makers. Assistants, chaperones and guests will not be allowed.
- Production IDs will be issued to all personnel attending the shoot and will be required for entry. These are to be displayed prominently during the entire shoot.
- A lean production team, with less number of multi-tasking people will be used.
- A COVID-specific health declaration form is to be filled up and submitted by all attendees. Those who may be at risk or are health compromised (diabetics, those with hypertension, heart conditions, auto-immune disorders and all other illnesses that may be aggravated by the working conditions) must submit a waiver absolving the production company and other principals (Agency and Client) of responsibility should their illness be aggravated in the course of the shoot.

5. Certificate from rental companies and sub suppliers attesting that their personnel have clean bills of health and have had adequate rest (at least 24 hours since last shoot) prior to the activity will be required. Health and equipment insurance will be covered by the rental companies and sub-suppliers.
6. The Agency Producer will be the official representative of Agency and Client. All communication between Production team and Agency will be coursed through her/him.
7. There will be a designated health and sanitation marshal from the production team (to be assigned by the Production Manager) to ensure that all safety and health measures are enforced.
8. Proper physical distancing will be observed at all times.
 - A. Quadrants or specific areas per department will be assigned to minimize social contact and interaction. Communication will be organized by the Production Manager via radios or mobile devices. A point person from production will be assigned per department and the point person will be the one assigned to traffic information from his/her department to the others.
 - B. Set upper scene-lighting, design, blocking will be on a staggered basis.
 - C. Arrival of teams will also be on a staggered and rotational basis.
 - D. A proper and working video assist will be made available to all departments.
 - E. People on the actual set will be limited only to actors in the scene, Assistant Director, DOP, Gaffer, Cam op, AC, Sound man (if needed). Other personnel will be called in on set by the AD only when needed.
 - F. Hair and make-up team will be in a separate area, which will be closed off to other non- essential personnel. This is to ensure the safety of actors who will have to be in close contact with each other, the make-up artist and AD without PPEs.
9. **Transportation-** self-drive or coming to the shoot in private vehicles is encouraged.
 - A. Common/service vehicles to be used to and from the shoot shall be thoroughly disinfected and sanitized between trips
 - B. A maximum of 4p passengers per van (including driver) will be enforced.
 - C. Drivers are required to accomplish a health declaration form and to wear masks during the trip.
 - D. Transportation will be provided only to and from the studio or location. Trips outside of these will not be allowed.
 - E. Rental companies and sub-suppliers must provide their own vehicles for their staff and equipment.
10. Other logistic and shooting requirements such as work tables and chairs, equipment, props, wardrobe should be sanitized thoroughly and regularly. Handling and touching are highly discouraged to avoid cross contamination.

OTHER PROVISIONS:

1. We operate under the assumption that all declarations made are true and factual. Anyone found falsifying certifications or being less than truthful in declarations will be held liable under Senate Bill 1359.
All groups, departments, parties involved in the production process are responsible for their own health. This includes but is not limited to Agencies, Clients, third party suppliers and vendors.
2. We will be closely monitoring developments, and guidelines will be updated based on current recommendations from the government and other concerned Agencies.

EQUIPMENT NEEDED

EQUIPMENT	QUANTITY	LOCATION	REMARKS
Decontamination tent	1 piece	Main entrance	To decontaminate equipment brought in to the venue
Changing tent	1 unit (can rent)	Main entrance	For workers to change into fresh clothing.
Disposable masks	5 packs of 50	Main entrance	To be distributed to staff when entering the venue.
Foot bath mats	3 pieces	Entrance/restrooms/	Shall be used in all areas where staff uses to enter in to the venue
Decontaminating fog machine	2 units (rent)	Main hall/ entrance	To be used to decontaminate the air filters and improve air quality of the venue and its areas
Anti-bacterial soap	10 bottles	Wash basins/restrooms	To be used by workers to keep personal hygiene up to par.
Rubbing alcohol	20 bottles	All locations in the venue	Alcohol must be visible so all can see.
Hand sanitizers	50 bottles	Personal supply.	Each member should be given a bottle of hand sanitizer to keep on their body
Face Masks	300 pieces	Main entrance	All production staff MUST be given a facemask to use while working inside the venue