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DEVELOPMENT
COUNCIL OF THE
PHILIPPINES



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SAFE FILMING GUIDELINES FOR SMALL CREW



SAFE FILMING

07 JUNE 2020 | VERSION 1

INTRODUCTION

RATIONALE

In one way or another, the Coronavirus Disease 2019 (COVID-19) pandemic has challenged and affected all industries and workplaces, including the film and audiovisual industry. In response to the unprecedented threat of the pandemic, the government has imposed restrictions on public health and emergency management. The strict limitations in social and mass gatherings, physical distancing requirements and disruptions to the supply chain have resulted in many film and audiovisual productions coming to a halt.

Starting May 16, 2020, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) stated that baseline restrictions would begin to ease with regard to the Implementation of Community Quarantine in the Philippines in that under Modified Enhanced Community Quarantine (MECQ) film, music, and television production may operate at fifty percent (50%) operational capacity while encouraging work-from-home and other flexible work arrangements where applicable. Operating establishments are mandated to comply with minimum public health standards at all times. In the absence of a vaccine or definitive cure for COVID-19, non-pharmaceutical interventions remain the most effective ways to prevent the spread and mitigate the risks of COVID-19.

On June 7, 2020, the Department of Health (DOH), Department of Labor and Employment (DOLE), and Film Development Council of the Philippines (FDCP) released Joint Administrative Order (JAO) No. 2020-001 on the Health and Safety Protocols for the Conduct of Film and Audiovisual Production Shoots and Audiovisual Activities During COVID-19 Pandemic.

The FDCP-DOLE-DOH Joint Administrative Order No. 2020-001 is a tripartite government issuance that sets the minimum public health and safety standards that production shoots must abide by in order to ensure that all film and audiovisual content workers are protected as operations resume during the pandemic. As line agencies that cover all sectors, DOH and DOLE cooperated with FDCP which served as a participating agency in providing context, inputs, and recommendations on the health and safety guidelines governing film and audiovisual production activities.

The FDCP-DOLE-DOH Joint Administrative Order No. 2020-001 aims to provide guidance to all companies and workers for the resumption of film and audiovisual content production and other audiovisual activities following the established minimum public health standards for COVID-19 mitigation within various levels of community quarantine. It prescribes the necessary prevention, detection, and rapid response measures to be implemented while maintaining business continuity across the film and audiovisual sector.

SCOPE AND COVERAGE

These guidelines cover the following sectors:

1. All film and audiovisual companies;
2. All film and audiovisual workers including but not limited to **employees, regardless of employment status, and independent contractors/freelancers**;
3. All forms of film and audiovisual content including but not limited to **motion picture, film, television, animation, advertising, and other audiovisual content**;
4. All production stages from **Pre-Production, Production or Principal Photography, and Post-Production**;
5. All venues of production, **including on-location, studios, workplace, production sites, post-production facilities, and other venues**; and
6. All others concerned with the conduct of **Film and Audiovisual Production Shoots in all stages**



HOW TO USE THIS DOCUMENT

These guidelines, which contextualize the sector-based health and safety protocols prescribed in the FDCP-DOLE-DOH Joint Administrative Order No. 2020-001, should be read in conjunction with the minimum health standards in the JAO, as well as the policies and procedures already applicable in workplaces and production sites. In addition to consideration of these Guidelines, stakeholders and employers in the industry must ensure that they take the necessary steps to safeguard their cast and crew, as well as others who interact with the industry by preparing their own COVID-19 Safe Filming Plan based on the risk assessment prior to recommencing work.

It is important to note that this manual is a living document and has been developed to support and assist in eliminating or minimizing the exposure of all personnel to COVID-19 while working on your production or project. This document will continue to evolve based on the most recent evidence and users are advised to check the official channels of FDCP, DOLE, DOH, and other government agencies for up-to-date information.

Visit www.safefilming.ph for the most updated and full content of the JAO annexes which are the basis of this Manual.

The steps below set out how these Guidelines should be used in performing a risk assessment and preparing for a COVID-19 Safe Filming Plan:

1. Review the JAO Guidelines and Annexes.
2. Assess the risks and hazards particular to your production activity.
3. Prescribe the necessary **mandatory** control measures applicable to your production. The controls set out in Section G of these Guidelines are mandatory control measures applicable to all film and audiovisual productions as part of the COVID-Safe Filming Plan. The rest of the Guidelines prescribe a comprehensive set of controls but it is understood that circumstances faced by each individual production are different. Producers and employers must select a set of controls which are appropriate to the unique characteristics of their particular production.
4. Prepare your COVID-19 Safe Filming Plan for your production. Productions should consider the combination of those specific departmental controls and make sure that they are reasonably applicable for their production to implement based on the risk assessment the production has undertaken. Further, while these control measures are by no means exhaustive, individual productions may choose to go beyond these control measures.
5. Begin your production.



ABOUT COVID-19

WHAT IS COVID-19?

Coronavirus Disease 2019 (COVID-19) is a novel respiratory virus which was first identified in December 2019. It is an illness an individual experiences when he/she is infected by the virus called severe acute respiratory syndrome coronaviruses 2 (SARS-CoV-2). The World Health Organization (WHO) declared COVID-19 a Public Health Emergency of International Concern on January 30, 2020. On the same day, the Department of Health reported the first case of COVID-19 in the country with a 38-year-old female Chinese national. On March 7, 2020, the first local transmission of COVID 19 was confirmed.

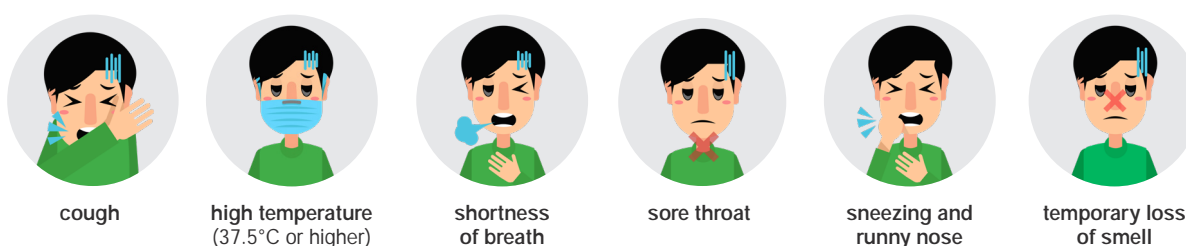
On March 8, 2020, President Rodrigo R. Duterte, recognizing that the COVID-19 constitutes a threat to national security and prompts a whole-of-government approach in addressing the outbreak, declared a State of Public Health emergency throughout the entire Philippines through Proclamation No. 922.

On March 11, 2020, WHO declared COVID-19 to be a Pandemic.

Currently, there is no vaccine or cure. Individuals with mild cases can generally manage their symptoms through rest and recuperation at home. However, in severe cases, hospitalization and intensive care may be necessary. Complications of COVID-19 can be fatal. Furthermore, COVID-19 is highly infectious as it can be transmitted through direct and indirect contact.

SYMPTOMS

There is no conclusive set of symptoms which indicates whether a person has COVID-19. At the moment, a test is needed to confirm a diagnosis of COVID-19. However, there are a set of common and less common symptoms which patients generally present, including the following:



These symptoms do not necessarily mean you have COVID-19. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

Shortness of breath is a sign of possible pneumonia and requires immediate medical attention. Around one out of every six people who get COVID-19 become seriously ill and develop difficulty in breathing. Some people, referred to as asymptomatic cases, experience no symptoms at all even though they are infected.

If you have these symptoms and have recently been overseas or have been in close contact with someone confirmed with COVID-19, contact your doctor for the next steps depending on your condition.

HOW COVID-19 SPREADS

The manner by which COVID-19 is spread continues to improve based on information reported about the virus locally and from around the world.

Currently, it is understood that COVID-19 spreads in the following ways:

- Direct contact with a person while they are infectious
- Direct or indirect contact with respiratory droplets (such as when a person coughs or sneezes)
- Direct contact with objects and surfaces which are contaminated by respiratory droplets
- Droplet transmission especially in enclosed spaces

The virus is most likely to be spread within the first three days of symptoms appearing. This seems to be when there is the most shedding of the virus in the nose and throat. However, it is important to practice good hygiene after this time as spread may still occur. In severe cases, a person may have breathing difficulties or develop pneumonia.

Generally, the average time for symptoms to manifest is 5 to 6 days after infection. Some people who contract COVID-19 may not present any symptoms at all but can still spread the virus. On the other hand, some individuals will present with symptoms after the sixth day past infection. At the moment, the medical consensus seems to be that a person with COVID-19 displays symptoms within a 14-day window.

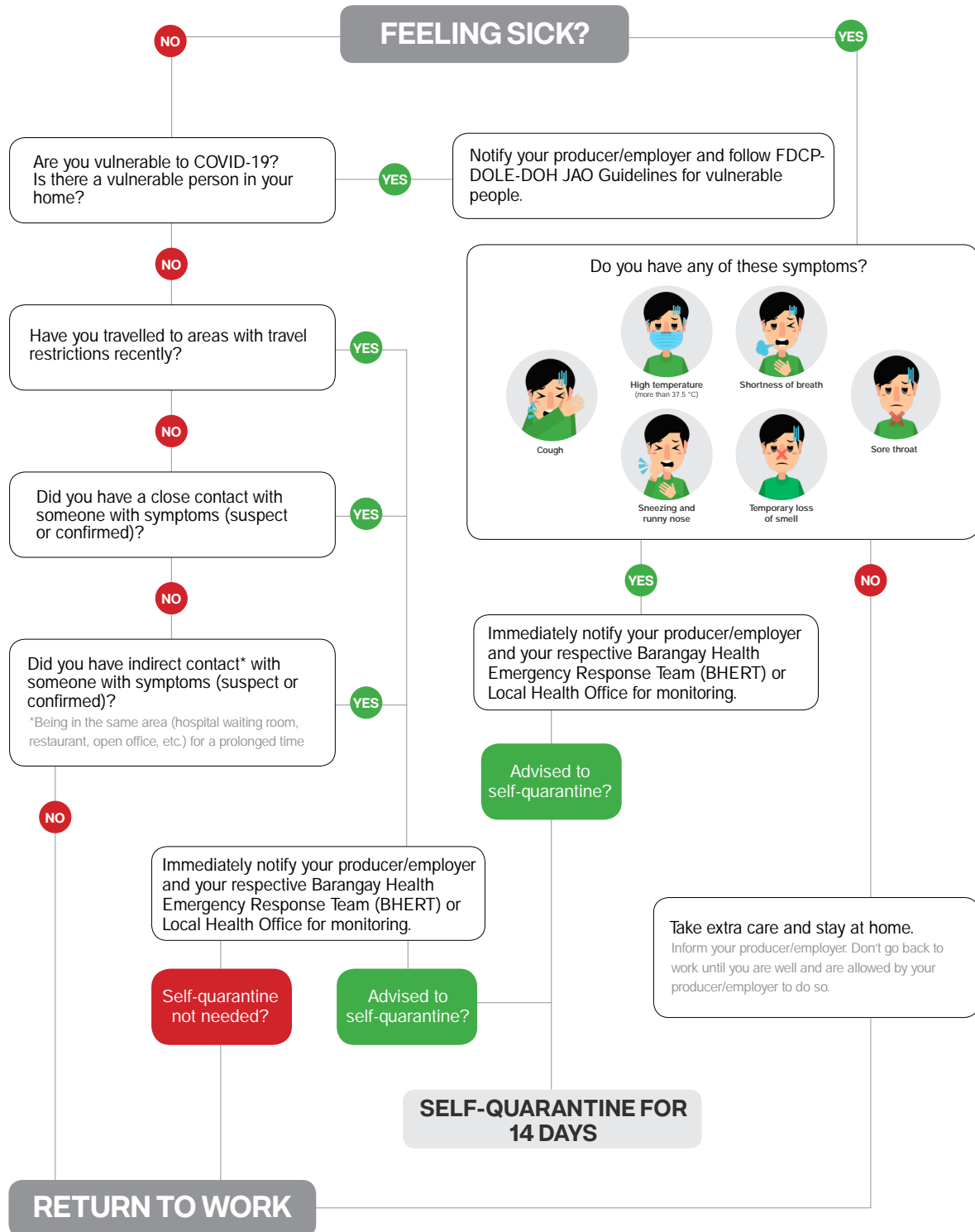
VULNERABLE GROUPS

Every person has the same risk of contracting COVID-19. However, some persons have a higher risk of serious illness/ complications. Pursuant to DOH 2020-0015, DOH has identified the following persons to have a higher risk:

1. Individuals above 60 years old
2. Individuals with underlying medical conditions such as hypertension, diabetes, cancer, respiratory illnesses, or cardiovascular diseases
3. Individuals with a high-risk pregnancy

For persons below 21 years old, the IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines state under Section 2 that these individuals stay at home for the duration of the quarantine.

PERSONAL HEALTH FLOWCHART





DUTIES UNDER APPLICABLE LAWS

Every person working in the film and audiovisual industry has a role and responsibility to ensure the health, safety, and well-being of themselves and others at the workplace. Every person is required to comply with the provisions in the FDCP-DOLE-DOH Joint Administrative Order No. 2020-001 and other applicable laws. It is important that all players in the industry understand their respective obligations to eliminate or minimize the possibility of exposure to COVID-19 at the workplace and production sites.

Overview of Applicable Laws

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

Duties of Government Agencies

In this time of pandemic, it must be emphasized that the FDCP-DOH-DOLE Joint Admin Order No. 2020-001 aims to protect the health and safety of film and audiovisual workers as they resume their livelihoods under the new normal setup.

The **Department of Labor and Employment** shall provide technical assistance in developing the necessary labor standards, protocols, and guidelines in the workplace during the COVID-19 Pandemic and enforce penalties for reported violations of this Order.

The **Department of Health** shall provide technical assistance in developing the necessary health standards, protocols, and guidelines in the workplace during the COVID-19 Pandemic and continue to update the set minimum public health standards based on most recent evidence available and issue succeeding updates through DOH Department Circulars.

The **Local Government Units (LGUs)** shall implement and monitor compliance with the COVID-19 mitigating guidelines and impose necessary sanctions according to IATF guidelines and local government ordinances.

The **Film Development Council of the Philippines** shall consolidate the production registration forms and requirements and report the intended location of production shoots to the concerned LGUs (whether in the workplace, studio, on-location, or other venues), DOH, and DOLE.



GENERAL GUIDELINES

Mandatory Presence of OSH Personnel

The necessary OSH officer/s must be present in all workplaces and areas, at all times, during working hours. The number and types of OSH officers will depend on the activities and the total number of workers present in the shoot, as prescribed in Sections 14 and 15, Chapter IV of DOLE Department Order No. 198 S. 2018. Regardless of whether it is a workplace or production site, the qualified OSH personnel shall conduct an ocular inspection of the area and institute the necessary control measures. They must also conduct health and safety orientation to all workers prior to the start of the production.

For the purposes of COVID-19 mitigation, an additional function will be given to the OSH officer to ensure that the COVID-19 health and safety protocols will be in place for the safe conduct of production shoots and activities.

Compliance with Local Community Quarantine Guidelines

Without prejudice to these guidelines, production companies and workers must comply with the current community quarantine protocols where the production site or workplace is located, including curfews and other related guidelines and local issuances.

Interzonal Movement

Interzonal movement for the purpose of conducting audiovisual productions shall remain prohibited except when the localities have the same quarantine setup, in which case such movement shall be considered movements within a single quarantine zone. All producers/employers and workers are strongly encouraged to carry out production within their areas of domicile.

Workplace with Imminent Danger Situations

In workplaces where workers are evidently at risk of infection as in health-care and other frontline services, the producer/ employer must ensure that there is access to a health care provider, as appropriate to the projected risks of the environment and activities of the workers.

Workers in said workplaces shall take extra precautionary measures which include strict hygiene and the rational use of personal protective equipment (PPE). Producers/Employers must ensure that PPE (e.g. surgical masks, gowns, gloves) is properly worn by the workers while at work and disposed of accordingly after use.

Refusing Unsafe Work

In line with Section 5.4 (d) of the FDCP-DOLE Joint Memorandum Circular No. 001 S. 2020 *Guidelines Governing The Working Conditions And Occupational Safety And Health Of Workers In The Audio-visual Production*, all workers shall have the right to refuse work which they reasonably believe is potentially hazardous to their own health and safety or that of others. All workers must also be oriented on safety and health hazard identification, risk assessment and control (HIRAC) to assess and identify occupational hazards in their workplace accurately. Reported unsafe conditions and actions must be immediately investigated and remedied without delay by the OSH Officer.

Reporting of production shoots and Illnesses/Diseases/Injuries

In line with the reportorial requirements of the FDCP-DOLE JMC No. 001 s.2020, all scheduled production shoots (whether for film, TV, web, and other audiovisual content) must be reported to DOLE and Safe Filming Program at least seven (7) days before the production shoot day. Further, every notifiable accident or injury must be submitted to the DOLE Regional Office or the Safe Filming Program within 30 days after the date of the accident.

SAFE FILMING PROGRAM

The Safe Filming Program is a program by the Film Development Council of the Philippines (FDCP) in partnership with the Department of Health (DOH) and the Department of Labor and Employment (DOLE) which implements the strategies and guidelines of the FDCP-DOLE-DOH Joint Administrative Order No. 2020-001. It provides a global resource website that outlines the principles of safe production and provides information about systems, resources, forms, and all related documents and issuances to ensure working safely in the Philippines for both local and international film and audiovisual productions.

Safe Filming is also a platform that allows for an active collaboration with stakeholders through the **project registration process** which FDCP coordinates with government agencies such as DOLE, DOH, and authorities for the monitoring of compliance with the guidelines of the FDCP-DOLE-DOH Joint Administrative Order No. 2020-001. Other OSH-related concerns from the OSH Officers or workers including work-related injuries, illnesses, and any and all unsafe working conditions may also be coursed through the Safe Filming Program for proper inspection.

Development of Specific Guidelines

Through the Safe Filming Program, film and audiovisual companies and organizations may develop their own applicable and specific guidelines, provided that they are in line with the minimum standards of the FDCP-DOLE-DOH Joint Administrative Order No. 2020-001, which may be submitted to the Agencies for review and endorsement.

How to Register your Production

The following mandatory forms must be filled out and submitted by the producer/employer to the Safe Filming Program prior to the start of the production.

1. *Production Registration Form.* Pursuant to the Reportorial Requirements as specified in the FDCP-DOLE-DOH Joint Administrative Order No. 2020-001, the Production Registration Form may be filled out and sent to safefilming@fdcp.ph. The form will contain specific details of the planned production shoot and must be submitted at least seven (7) days before the first day of shoot.
2. *Health and Safety Commitment Declaration.* This form is for production companies to manifest their compliance with Republic Act 11058 or the OSH Law, DOLE-FDCP Joint Memorandum Circular 001, Series of 2020 on the Guidelines Governing the Working Conditions and Occupational Safety and Health of Workers in the Audio-visual Production Industry and the FDCP-DOLE-DOH Joint Administrative Order No. 2020-001. This also spells out their commitment in providing and maintaining a safe and healthy workplace for all workers. This must be submitted to the Safe Filming Program prior to the start of the production shoot.

After submission of these forms, a registration acknowledgement certification will be received by the producer/employer as well as useful resources, documents, and tools for the safe conduct of their production.

Other Safe Filming Documents

The following are the Safe Filming Forms available for producers and workers in accordance to their activities and needs. These are not mandatory documents that need to be submitted but must be kept as records by the producers/employers in case of inspection.

1. *COVID-19 Health Declaration Form.* All workers must fill out the COVID-19 Health Declaration Form for reporting on their medical status and known/unknown contact with the novel coronavirus. As a preventive measure to mitigate the risk of outbreak in the workplace, workers must provide their contact details, describe their recent travel history, list people they have come into contact with, and check off any symptoms they may be experiencing. This must be submitted to the workers' respective production prior to the start of the production shoot or to the workplace prior to returning to work.
2. *COVID-19 Sign-In Registration Form.* The OSH must ensure that all workers at the beginning of the production shoot must fill out this form indicating history of travel and other pertinent details for contact tracing purposes. This record must be kept by the producer and may be required by the DOH for contact tracing.
3. *Illness and Injury Investigation Form.* This is to record injuries or illness sustained by any worker during the course of the production shoot along with recommendations on how to prevent such from happening again. This must be reported to FDCP, DOH, and DOLE within thirty (30) days after the occurrence of the illness and injury.
4. *Health and Safety Orientation.* All workers must be able to undergo a Health and Safety Orientation in order for them to be trained in assessing risks and ensuring safety in the workplace. This form may be used to record that their Health and Safety Orientation has been completed and must be kept as a record by the production.
5. *Safety Requirements for Call Sheets.* This is a guide for producers to use as a checklist in including safety information about the production shoot in their Call Sheets. This is to ensure that the cast and crew are equipped with information with regard to health and safety on set. This form must be kept by the Producer.
6. *Incident Register.* This is to record any health-related incidents that occur during the production and must be kept as a record by the production.
7. *Risk Register.* This form must be filled out that takes stock of each production site's possible risks on the venue that may cause injury or illness to the workers. This also controls to eliminate and minimize the same risks. This must be filled out by the OSH Officer and submitted to the Producer prior to the start of the production.



PROJECT REGISTRATION INFORMATION

To assist the DOLE Bureau of Working Conditions and the LGUs with monitoring, and the DOH with contract tracing, SAFE FILMING will be managing a central register of all projects intending to shoot. This registration is part of the industry standard that the DOLE Bureau of Working Conditions has requested and expects productions to align with.

This register will be managed and held by the FDCP's SAFE FILMING Program at www.safefilming.ph.

Information required:

- Project Information
- Production company Information
- Production dates and Location of shoots
- Principal cast and crew

This information is only being collected and held for the above mentioned purposes.

How to Register your Production

The following mandatory forms must be filled out and submitted by the producer/employer to the Safe Filming Program prior to the start of the production.

- **Production Registration Form.** Pursuant to the Reportorial Requirements as specified in the FDCP-DOLE-DOH Joint Administrative Order No. 2020-001, the Production Registration Form may be filled out and sent online to safefilming@fdcp.ph. The form will contain specific details of the planned production shoot and must be submitted at least seven (7) days before the first day of shoot.
- **Health and Safety Commitment Declaration.** This form is for production companies to manifest their compliance with Republic Act 11058 or the OSH Law, DOLE-FDCP Joint Memorandum Circular 001, Series of 2020 on the Guidelines Governing the Working Conditions and Occupational Safety and Health of Workers in the Audio-Visual Production Industry and the FDCP-DOLE-DOH Joint Administrative Order No. 2020-001. This also spells out their commitment in providing and maintaining a safe and healthy workplace for all workers. This must be submitted to the Safe Filming Program prior to the start of the production shoot.

After submission of these forms, a registration acknowledgement certification will be received by the producer/employer as well as useful resources, documents, and tools for the safe conduct of their production.



GUIDANCE ON COVID-19 HEALTH DECLARATIONS

The COVID-19 Health Declaration Form must be accomplished by all workers prior to the production activities. For those involved in multiple productions, workers must submit separate forms for each. For those working in offices, one form may be submitted prior to returning to work.

The declaration will assist the workers in meeting their obligations under the FDCP-DOLE-DOH Joint Administrative Order No. 2020-001 and these records must be kept by the Production.

The information collected is personal information and will be kept confidential.

A. Importance of the Declaration Form

It is important to ensure that workers and individuals entering the workplaces and production sites are healthy to assist in combating the spread of COVID-19. It will also assist in meeting obligations for the recording of people's movements to enable contact tracing if required. If a particular workplace or production site ends up having cases of COVID-19 infection, it may be necessary to use the information collected to determine the person's movements across multiple projects over a 14-day period especially if they are a casual crew, a supplier or a visitor.

B. Covered Individuals who must Accomplish the Declaration Form

- All workers engaged permanently or casually who are or may be entering any site or premises in relation to the project
- Any person entering or visiting any workplace or production site for any reason e.g. suppliers, third party contractors, and visitors.

C. Completion and Submission of the Form

- The declaration needs to be completed and submitted to the producer/employer before starting work and before entering or visiting any site or premises for or on behalf of the production.
- The information being collected will be specifically for the purpose of assisting the management in their compliance with the Health and Safety Protocols amid COVID-19 pandemic.

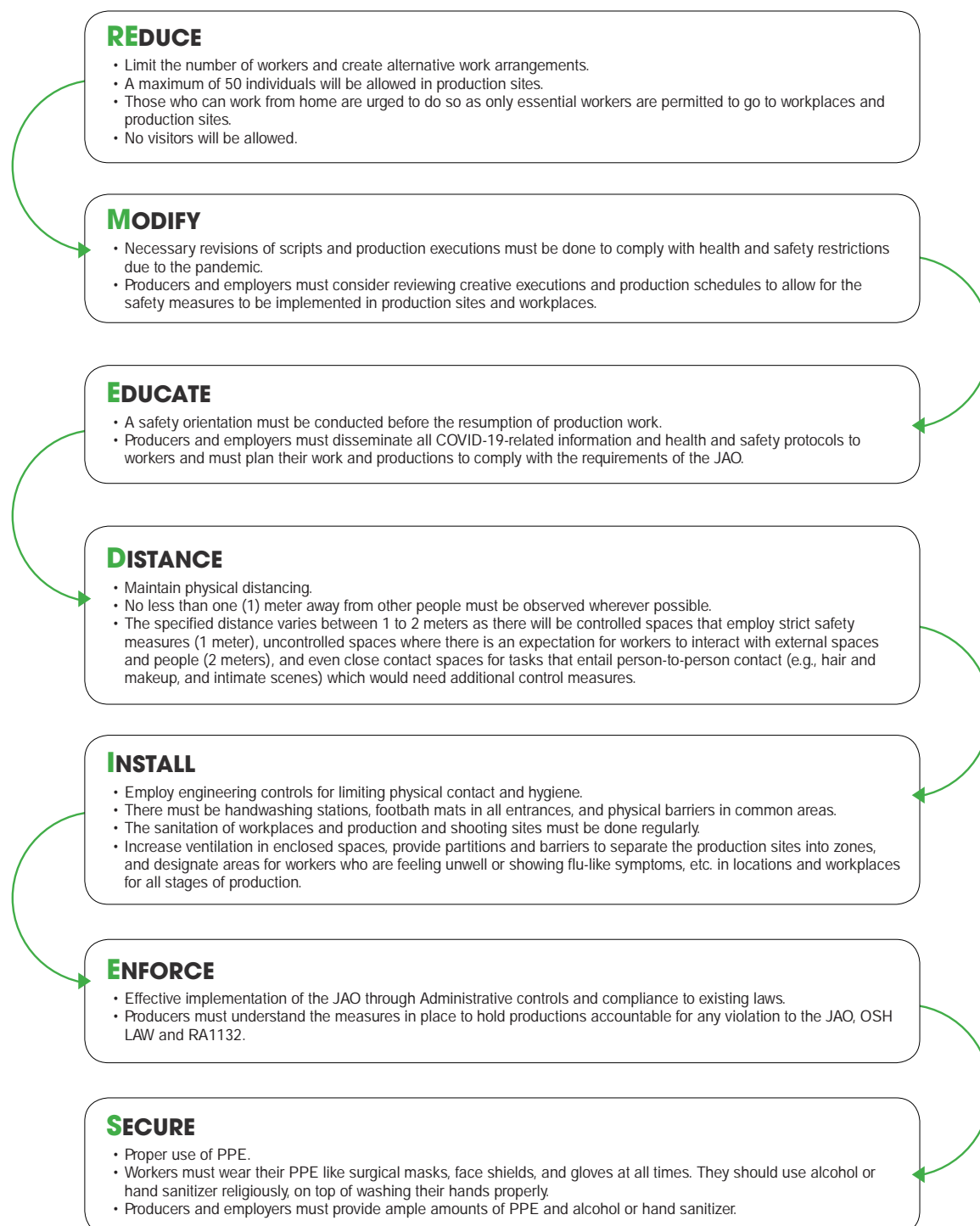
D. Collection of Personal Information

Workplace or production site officers in charge of collecting and sorting Declaration Forms and other personal data must be adequately briefed on the Data Privacy Act and the need for confidentiality and the secure storage of such information.



MANDATORY CONTROL MEASURES

In simplifying the core principles that must be followed to ensure the health and safety of a production, the following key measures are introduced in this Manual.



Note: You may use **“REMEDIES”** to easily remember these key principles.

WASH YOUR HANDS CONSISTENTLY AND THOROUGHLY WITH SOAP AND WATER TO PREVENT THE SPREAD OF GERMS



1 Wet your hands under clean running water.



2 Wash your hands with soap for at least 20 seconds.



3 Rub soap on both sides of hands.



4 Remember your fingers and thumbs.



5 And your palms



6 Rinse the soap under running water.



7 Dry your hands for at least 20 seconds, with a paper towel if possible.

HOW TO WEAR A MASK PROPERLY



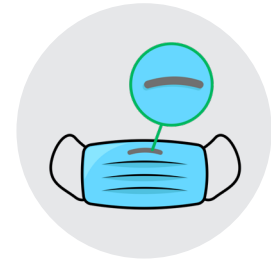
Wash your hands

Always wash your hands before and after touching a mask.



Mask

There are various kinds of masks depending on your needs.



The Right Side

Make sure you wear the mask on the correct side.



Placement

Place the mask on the correct side.



Attachment

Pull the elastic bands over your ears.



Stretch

Stretch the mask so that it covers your chin.



Adjust

Adjust the mask so that it fits comfortably.



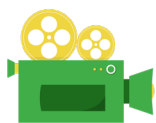
Taking off the mask

Pull the elastic bands away from your ears.



Disposal

Always place the used mask in the proper waste disposal bin.

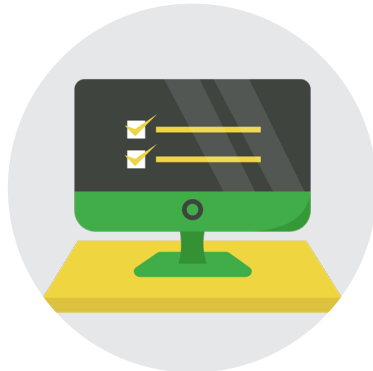


GENERAL HEALTH AND SAFETY PROTOCOLS FOR SMALL CREWS

- Work from home whenever possible.
- Any worker who feels even slightly unwell must not come to work.
- If workers or someone they live with or have close contact with become sick or exhibit flu-like symptoms, workers must notify production immediately and must not come to work.
- If you or someone you are in regular close contact have a serious health condition or compromised immunity, please consider this before accepting work.
- All crew MUST fill in a COVID-19 self-declaration form.
- As it is common for workers to be involved in several productions at one time, workers must discuss their movement with each production so that safety precautions may be undertaken.
- Workers must adhere to the production's strict sign-in/sign-out procedures.
- Contact tracing is KEY (note where you have been, when and who you met)
- Productions must keep a record of who is in each team every day, as they may be required to track back for contact tracing.
- Wash/sanitize your hands, car, keys, phone, work areas, and equipment regularly.
- Workers must be reminded to respect people's personal space.
- Handshakes, hugs, and kisses are discouraged.
- Watch your distance by following physical distancing guidelines: 2m for the public, 1m in controlled work with contact tracing and hygiene protocols in place.
- Wear face mask at all times.

DO YOUR PART

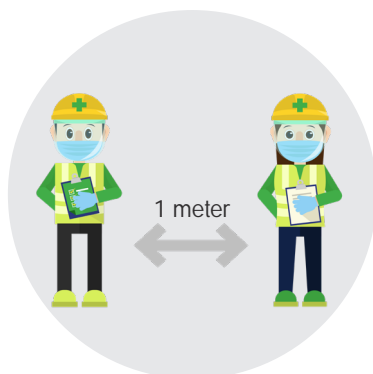
Remember the 4Ws



1 **Work from home**
whenever possible.



2 **Wear a mask**
at all times.



3 **Watch your distance**
no less than one (1) meter apart.



4 **Wash your hands**
for at least 20 seconds
frequently and thoroughly.

PROTECT YOURSELF AND THE PEOPLE AROUND YOU

Preventing the spread of germs



Always dispose of your used tissues in a waste bin or plastic bag after use.



Cough or sneeze into a tissue or your elbow.



Clean and disinfect surfaces and objects that people frequently touch.



Avoid close contact with people who are displaying symptoms.



Avoid touching your face with unwashed hands.



Stay at home if you feel sick.



Wash your hands frequently and thoroughly.

You must self-quarantine for two weeks (14 days) if you...



Recently travelled from outside the country



Are showing symptoms of COVID-19



Have been in close contact with a confirmed case of COVID-19 in the last two weeks

Symptoms include:



Cough



High temperature
(more than 37.5 °C)



Shortness of breath



Sore throat



Sneezing and
runny nose



Temporary loss
of smell

Before the shoot

- Register your production: <https://safefilming.ph>.
- All crew must work from home as much as possible.
- All crew must fill in a COVID-19 Health-Declaration Form.
- PPE and hand sanitizer should be readily available in the workplace or production site.
- Regular aeration of the worksite, open windows whenever possible. Avoid recycling air.
- Air conditioning should be run in a fresh air setting, not on recirculation.
- Maintain high hygiene practices at any shared spaces, including regular cleaning of communal equipment, light switches, and doorknobs.
- No open snacks, fruit, and/or shared food.
- Physical production meetings to be carried out with physical distancing of 1 meter. If possible, particularly if in a confined space, a 10 person limit is recommended.
- Consider if you will require additional filming time to adhere to hygiene and physical distancing guidelines.

Physical Distancing

- Keep crew sizes as small as possible.
- In a Controlled Space (available hand sanitizer/PPE, and cleaning and crew health screening and contact tracing procedures in place) the minimum separation is 1 meter between people whenever possible.
- In an Uncontrolled Space (public spaces and shops, etc.) the minimum separation is 2 meters between people not in your work bubble whenever possible.
- A Close Contact Space involves close personal contact that results in workers not being able to maintain 1-meter physical distancing (i.e. Make-up Artist and Cast), Close Contact Space must follow specific Safe Filming guidelines. Please make sure you engage in a discussion with production and other relevant departments about this and that all recommendations are adhered to.

Location Filming

- Filming in public spaces is discouraged. If necessary, secure a film permit from the local government office.
- If interacting with the public (for face to face interviews, etc.) make sure you get all necessary contact details for contact tracing purposes.
- Make sure you follow all Health and Safety Protocols provided by location owner or contact, including hygiene, PPE requirements (face mask, gloves, etc.), contact tracing and physical distancing protocols.
- Bring your own hand and equipment sanitizer and appropriate PPE (face mask, Gloves, etc.)
- A site log must be created for all locations or studios with sign-in/out by all Attendees.

Travel

- Communal travel is not recommended. If this is not possible, physical distancing must be adhered to and vehicles should be cleaned prior to and after use.
- Crew who travel together should always be part of the same work zone.
- No recycling air, make sure AC is on in a fresh air setting, open windows where possible.
- A passenger log must be kept for shared vehicles.
- Shared vehicles should not be used outside work unless thoroughly sanitized.

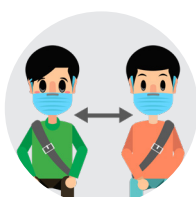
TRANSPORTATION

Physical distancing and hygiene protocols can be compromised by transport services, that's why producers and employers are given the following options to help stop the spread of COVID-19:

- a. When aboard vehicles to and from work sites and between locations, workers are recommended to travel separately. If that's not possible, a production's vehicle travel set-up must abide by the protocols of DOT.



Workers using public transport must follow the physical distancing guidelines imposed by the driver or operator.



Should there be more than one person in a vehicle, passengers must be as far apart as possible from one another and from the driver.



In private cars, only one (1) person is allowed in the front passenger seat and in front-facing seats, only two (2) passengers are allowed per row.



The space between two (2) passengers per row must be maximized in larger vehicles. Passengers must occupy alternating sides of rows in a larger vehicle.



The number of workers in a vehicle must be reduced to the minimum. Producers and employers must keep a log of the schedule of travels and passengers per trip.



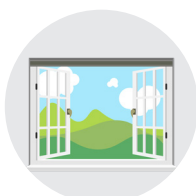
As much as possible, workers must travel with the same group of colleagues. A worker who repeatedly rides the same vehicle should always use the same seat.



Thorough disinfection must be done on vehicles after every trip, and after every use of different groups.



Workers and the driver must sanitize or wash their hands before entering the vehicle and upon alighting the vehicle.



The aircon should run in a fresh air setting instead of being on recirculation.



Individual vehicles are preferred over shared vehicles. The travel time in shared vehicles should be minimized.

- b. Vans, trucks, and other hired vehicles must be cleaned and disinfected. The vehicle's inner and outdoor handles and steering wheel must be sanitized in between drivers and at the end of the day.
- c. There must be an ample supply of alcohol or hand sanitizer, disinfecting wipes, and appropriate PPEs in all vehicles.
- d. Picking up or delivering outside designated areas must be avoided by all drivers.

Set protocol

- An OSH-certified Health and Safety Officer must be present on set at all times.
- A Health and Safety and COVID-19 related Orientation should be held at each location/production site.
- Locations/sets should be treated as closed sets, with essential crew on set only.
- Appropriate posters/signages in the appropriate areas around the sites must be displayed.
- Workers must get their temperature taken at the beginning of each day and every 6 hours after that, as well as for every entry in the workplace or production site.
- Create a zone around the camera with only one person within the zone at a time.
- An isolation area or space must be designated in the production site for workers who feel unwell or showing flu-like symptoms.
- A 1-meter distance to cast and other crew (DOP, grips, lighting crew) must be adhered to.
- To avoid on-set congestions, liaise with other crew for appropriate times for making adjustments or bringing on additional gear.
- Allow other departments' time and space to complete their work.
- Slating must only be done where physical distancing is achievable.
- Additional monitors may be required to achieve physical distancing for a key crew needing to watch a block-through or shoot.
- For enclosed shooting sets, please ensure regular aeration, open windows when possible. It is recommended that the crew is allowed time during the day to get fresh air.

Camera Cards & Rushes Drives

- Camera cards should be handed over in transit cases that are sanitized before hand over and cards should be sanitized before return
- Appropriate **Rushes Drives Handling Procedure** must be developed by each production to ensure the safety of anyone handling cards and of the rushes themselves.
- Rushes Drives should be sanitized before being handed over to another person.
- A secure transfer case is recommended with appropriate sanitation performed between hand-offs.
- Consider sending a single drive with all data rather than sending multiple camera cards and a sound card to post.
- Contactless drop off to post houses is recommended.

Equipment & Kit

- Make sure your equipment suppliers and other vendors have appropriate Covid-19 Health and Safety Protocols in place.
- All equipment should be sanitized prior to pickup.
- Contactless pickup (designated pickup area or night box, etc.) is recommended.
- Gear should be sanitized per supplier instructions prior to return (and they should also sanitize before putting back on the shelf).
- If in doubt, find another supplier.
- Magliners, trolleys and other shared kits must be regularly cleaned/sanitized.
- Hands should be washed/sanitized regularly.
- Consider a tag system for identifying cleaned equipment/cards/drives to save time.
- Everything should live cleaned in a case. Assume cases/handles are always exposed and require hand washing after handling.

Hair and Makeup

- Hair and makeup teams must be in a separate zone that will be closed off to other non-essential workers.
- Hair and Makeup stations must be kept a minimum of two (2) meters apart.
- Close contact related tasks in a close contact zone must be limited to 3 people.
- PPE (face shields, mask) must be worn by the hair and make-up artists for the duration of person-to-person contact.
- A hygiene station must be provided near the entrance of the makeup area.
- Actors and makeup artists must wash their hands with soap before and after sessions.
- Actors may consider showing up having done their own hair and makeup.
- Actors may do their own touch ups and remove their own hair and makeup as much as possible.
- Makeup applicators, towels, hair wraps and removal supplies must be single-use only and disposed of properly.
- All surfaces and interiors must be sprayed with disinfectant at regular intervals especially when in use.

Catering and Snacks

- Crew should self-cater or be provided with individually supplied food boxes from a trusted supplier.
- Consider single-use bottles, plates, and cutlery, but only if personal water bottles, keep cups, and/or compostable products are not available.
- No sharing of food. No double-handling of food.
- Workers must sit a minimum of two meters apart while eating and avoid all contact.
- All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, and other high touch surfaces.

Leaving Site or Place of Work

- After daily operations, management must ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in footbaths.
- As they leave, all persons must be checked out of the production site, or the workplace, and all records of these must be kept.
- For each site and workplace, commonly used areas and surfaces that workers may have come in contact with must be cleaned and sanitized at the end of each working day or the end of each shift.
- All waste and disposable PPE must be securely and safely disposed of. Appropriate controls and consideration must be made for those handling contaminated (or potentially contaminated) waste products.

GOING HOME AFTER WORK

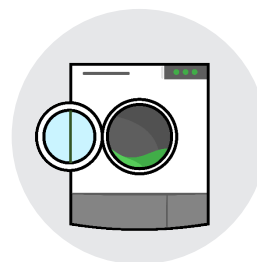
Preventing the spread of COVID-19 from production sites and workplaces to workers' homes

It is important for workers going home to take precautions to stop the possible spread of COVID-19 among their loved ones at home and in their communities. Here are five easy guidelines to follow:



Wash hands first

Try not to touch anything when you get home until you have washed your hands.



Bags and clothes

Have a container for your bags and clothes that were used for work. Work clothes must be placed in washing machines or hand-washed properly.



Footwear

Remove your shoes. Don't enter the house with them, just leave them outside. Clean and disinfect the soles of your shoes later.



Take a bath

Make sure that your hands, nails, wrists, arms, neck, and ears are thoroughly cleaned when you take a bath, along with other areas that could have been exposed to the virus.



Items

Disinfect items used at work that have to be brought home like mobile phones and laptops. For other non-essential items, leave them at the work site or workplace.



INCIDENT MANAGEMENT AND RESPONSE

Each production must have an incident management and response plan in the event of a suspected or confirmed case of COVID-19. Any incident management and response plan should, at minimum, involve the steps set out in the diagrams below:

Steps for dealing with suspected or confirmed cases at the workplace or production site

ISOLATE

- If a worker is suspected of having COVID-19, he/she must immediately proceed to the isolation area designated in the workplace or production site and never remove his/her mask.
- The OSH officer attending to the worker must wear appropriate PPE and, if needed, must transport the affected worker to the nearest hospital.

TRANSPORT

- Protocols for transport for suspect COVID-19 cases, whether from the workplace or production site, must be in place, including provision of an ambulance.

NOTIFY

- The hospitals will be responsible for reporting to the DOH the COVID-19 suspect case.

CLEAN

- The workplace or production site must be decontaminated with appropriate disinfectants (e.g., chlorine bleaching solution and 1:100 phenol-based disinfectant). Prohibit persons from entering those areas until the process is complete - if required, evacuate and close down these areas. After decontamination of the workplace or production site, the production or work may resume after 24 hours.

QUARANTINE

- Workers who were present in the workplace or production site with the suspect COVID-19 case must go on a 14-day home quarantine with specific instructions from the clinic staff on monitoring of symptoms and possible next steps. If the suspected COVID-19 case has a negative result, the personnel may be allowed to report back to work earlier.

SUPPORT

- If a worker is sick or has a fever but is not suspected of having COVID-19 (e.g., urinary infection, wound infection, or any disease not related to the lungs or respiratory tract), the producer/employer must advise the worker to take prudent measures to limit the spread of infectious diseases, as follows:
 1. Stay at home and keep away from work or crowds.
 2. Take adequate rest and take plenty of fluids.
 3. Practice personal hygiene to prevent the spread of disease.
 4. Seek appropriate medical care in the case of persistent fever, when the difficulty of breathing has started, or when he/she becomes weak.

CONTACT TRACE

- Trace who the person had close contact with in the past 14 days. Advise close contacts that they have been/may have been exposed, and encourage them to get tested and follow advice on quarantine requirements.
 1. Contact the DOH Epidemiology Bureau or their respective Regional Epidemiology and Surveillance Units to report possible exposure and facilitate contact tracing, as necessary;
 2. Gather records of all persons who have been on-site, or who have had close contact or have gotten involved with the person who has tested positive from the past two weeks of the onset of symptoms. These records must be presented to the DOH to aid in contact tracing;
 3. Inform the wider workforce of the situation while protecting the individual's privacy so that further health monitoring can take place for individuals that a confirmed COVID-19 case potentially had contact with.

SUSPECTED OR CONFIRMED CASES AT WORK

If a suspected or confirmed case of COVID-19 is at work, make sure to:



Isolate

- If a worker is suspected of having COVID-19, he/she must immediately proceed to the isolation area designated in the workplace or production site and never remove his/her mask.
- The OSH officer attending to the worker must wear appropriate PPE and, if needed, must transport the affected worker to the nearest hospital.



Transport

- Protocols for transport for suspect COVID-19 cases, whether from the workplace or production site, must be in place, including provision of an ambulance.



Notify

- The hospitals will be responsible for reporting to the DOH the COVID-19 suspect case.



Clean

- The workplace or production site must be decontaminated with appropriate disinfectants (e.g., chlorine bleaching solution and 1:100 phenol-based disinfectant). Prohibit persons from entering those areas until the process is complete - if required, evacuate and close down these areas. After decontamination of the workplace or production site, the production or work may resume after 24 hours.



Quarantine

- Workers who were present in the workplace or production site with the suspect COVID-19 case must go on a 14-day home quarantine with specific instructions from the clinic staff on monitoring of symptoms and possible next steps. If the suspected COVID-19 case has a negative result, the personnel may be allowed to report back to work earlier.



Support

- If a worker is sick or has a fever but is not suspected of having COVID-19 (e.g., urinary infection, wound infection, or any disease not related to the lungs or respiratory tract), the producer/employer must advise the worker to take prudent measures to limit the spread of infectious diseases, as follows:

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1. Contact the DOH Epidemiology Bureau or their respective Regional Epidemiology and Surveillance Units to report possible exposure and facilitate contact tracing, as necessary;
2. Gather records of all persons who have been on-site, or who have had close contact or have gotten involved with the person who has tested positive from the past two weeks of the onset of symptoms. These records must be presented to the DOH to aid in contact tracing;
3. Inform the wider workforce of the situation while protecting the individual's privacy so that further health monitoring can take place for individuals that a confirmed COVID-19 case potentially had contact with.



COVID-19 TESTING

The DOH also underscores that screening of returning workers shall be based on symptoms and/or exposure.

- a. Producers may test workers for COVID-19 but this is not mandatory. Testing kits used and procured shall be the responsibility of the producer. However, DOH protocols should be followed for the testing of workers and the interpretation of results. For the procurement of tests and further guidelines, producers may refer to the following:
 - **DOH Department Memorandum No. 2020-0180:** Revised Interim Guidelines on Expanded Testing for COVID-19, April 16, 2020
 - **DOH Administrative Order No. 2020-0014:** Guidelines in Securing a License to Operate a COVID-19 Testing Laboratory in the Philippines, April 7, 2020
 - **DOH Department Memorandum No. 2020-0220:** Interim Guidelines on the Return-to-Work, May 11, 2020
- b. COVID-19 Expanded Testing, defined as the testing of individuals who are at risk of contracting COVID-19 infection, may be administered to suspect cases or individuals with a relevant history of travel and exposure (or contact) whether symptomatic or asymptomatic, provided that there is adequate testing capacity.
- c. Workers with a negative result for COVID-19 may be allowed to continue to work; however, when initially tested negative but developed symptoms, employees must be tested accordingly:
 - If found positive, all close contacts of returning employees and workers shall be isolated and tested accordingly, as stated in DOH DM 2020-0180
 - Employers shall report results to DOH
- d. For FDA-approved rapid antibody tests, workers who test IgM negative and IgG negative or IgG positive regardless of IgM results may continue to work.
 - Workers who test IgM positive but IgG negative on the first test shall be isolated for 14 days and repeat testing on the 14th day. If the results are still IgM positive and IgG negative, the quarantine will be extended in seven-day increments, and testing will be repeated. If persistently IgM positive but IgG negative for two consecutive retesting after the first 14 day period, potential false positives may be considered, and the worker must be referred to an infectious disease specialist.
 - Employers shall submit to hrtucovid19results@gmail.com the results of the rapid antibody tests among the sample representatives using the format available on bit.ly/RDTReportingForm.
- e. A production policy on COVID-19 testing must be formulated and agreed upon by employers and workers in conformity with the DOH protocols.
- f. For symptomatic workers who present symptoms at the workplace or production site, the producer/ employer must refer and transport the workers to the appropriate healthcare facilities.

GUIDE TO THE APPROPRIATE FACILITY FOR EACH TYPE OF PATIENT	
TYPE OF PATIENT	RECOMMENDED FACILITY
All patients	Primary care facility for triaging, via telemedicine, if available
Asymptomatic with close contact	Home quarantine for 14 days OR Temporary Treatment and Monitoring Facility for quarantine of 14 days
Symptomatic, mild classified as Suspect, Probable, or Confirmed COVID-19 case	Temporary Treatment and Monitoring Facility for isolation of 14 days (preferred) OR Level 1 Hospital or Infirmary OR Home isolation provided with clearance from the patient's attending physician
Symptomatic, severe, or critical classified as Suspect, Probable, or Confirmed COVID-19 case Symptomatic, mild , classified as Suspect, Probable or Confirmed COVID-19 case plus any of the two: (1) ≥ 60 years old (2) comorbidities	COVID-19 Referral Hospital OR COVID-19-Accepting Level 2 or 3 Hospital
Clinically recovered Suspect, Probable, and Confirmed COVID-19 cases awaiting completion of quarantine period	Level 1 hospital, Infirmary, or Temporary Treatment and Monitoring Facilities selected for Step-down Care

More information on these are provided under **DOH Department Memorandum No. 2020-0178**
Interim Guidelines on Health Care Provider Networks during COVID-19 Pandemic.

RELEVANT GOVERNMENT ISSUANCES

- FDCP-DOLE-DOH Joint Administrative Order No. 2020-001
- Republic Act No. 11332 - Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act
- Republic Act No. 11058 - Strengthening Compliance with Occupational Safety and Health Standards Act
- DOLE Department Order No. 198 S. 2018
- DOH Administrative Order 2020-0015
- DOLE-DTI Interim Guidelines on WorkPlace Prevention and Control of COVID-19
- DOLE-FDCP Joint Memorandum Circular 2020-001
- Executive Order No. 26, s. 2017 Providing for the Establishment of Smoke-free Environments in Public and Enclosed Spaces.

STOP THE SPREAD OF COVID-19

PREVENTING THE SPREAD OF THE VIRUS IS CURRENTLY THE BEST DEFENSE NOW AS THERE IS NO VACCINE OR MEDICINE YET

Increase Physical And Mental Resilience



Eat nutritious and well-cooked food.



Stop smoking during this pandemic because COVID-19 attacks the lungs and affects the rest of the respiratory system.



Working hours must be strictly enforced:

- For production sites, a maximum of up to 14 hours
- For workplaces and offices, a maximum of up to 12 hours



A 12-hour turnaround time for all must be observed to allow for workers to rest and recoup.

REDUCE CONTACT RATE



Follow hygiene protocols and physical distancing measures. Maintain a distance of at least one (1) meter from co-workers.



Habitually clean and disinfect doorknobs, railings, and other often-touched surfaces.



Wash your hands for at least 20 seconds every time to dissolve the protective coating of the virus. Production sites must have handwashing stations with ample supply of water, soap, and disposable hand towels. Hand sanitizers are also useful.



Stop the spread of the virus when you cough by coughing into your elbow, and not on your hands.

Stop Transmission



A face mask, when worn correctly, helps in stopping people from touching their face. This helps prevent the virus from getting on the hands and entering through the eyes or mouth.



Stay home if you are ill. Producers and employers must send sick workers home. If you have just returned from an overseas trip, have been in contact with a confirmed COVID-19 case, or are showing symptoms of being sick, you are advised to go on self-quarantine for 14 days.



If you have been in contact with someone with COVID-19, stay at home. Assume that you may have the virus, too.

COVID-19 H&S Protocols

The government has set sector-specific standards and protocols through the FDCP-DOLE-DOH Joint Administrative Order No. 2020-001 on the Health and Safety Protocols on the Conduct of Film and Audiovisual Productions Shoots and Audiovisual Activities During COVID-19 Pandemic. These protocols are in place for protecting workers against the risks of COVID-19. The procedures cover the steps for operating a site including *Before arriving on site*, *Site entry*, *Site operations*, *Leaving site* and *Management Protocols*. The protocols include some useful guides and resources to assist with implementing the protocols on site.



WWW.SAFEFLIMING.PH