

The infographic is titled "Production Protocols" and features the MetFilm School logo. It includes a QR code and text stating: "Tutors can switch to Production Protocols for certain practical activities. Students can follow Production Protocols on productions with risk assessment in place." The protocols are listed as follows:

- Sanitize regularly**: Represented by a hand icon.
- Wear masks**: unless you have a green lanyard. Represented by a mask icon.
- Keep Your Distance**: 2m where possible otherwise 1 m. Represented by two people icons.
- Take breaks**: at least 5 mins per hour. Represented by a clock icon.
- Ventilation**: keep windows and doors open where possible, and fans on. Represented by a fan icon.
- Do not clutter**: and keep your stuff sanitized. Represented by a red X over a desk icon.

Additional protocols in boxes:

- Exercise Judgement**: You can remove 1 mitigation for short periods of time for a minimal number of people.
- Distance**: Where masks cannot be worn, you must maintain social distancing. Use the camera to trick the viewer.
- Face to Face**: Avoid working face to face where possible and working side by side or back-to-back.
- Avoid Sharing**: scripts, earpieces, headphones, mics, pens, phones, props, chargers, and so on.

### Hands – Personal Hygiene and Enhanced Cleaning

- Equip all cast & crew with hand sanitizer (minimum 60% alcohol gel).
- Equip all departments with sanitizing wipes or spray so they can keep their work spaces and equipment clean. Clean frequently.
- Wipe down equipment within workspaces, at the beginning and end of the day, or if space/equipment is shared between departments/crew.
- Make sure there are places to wash hands for 20 seconds with soap and warm water and/or sanitiser stations as appropriate.
- If you are filming on location ensure appropriate cleaning in place being filming and set up regular cleaning regime whilst you are filming.
- Signage and messaging to reinforce key hygiene protocols should be in place. This should accompany health & safety briefings at the start of the filming day.
- Following good hygiene at all times is key to stemming the transmission of the virus.

### Face – Face Coverings & Transmission of The Virus

- Face coverings must be worn at all times, unless exemptions apply.
- Visors must be worn with face coverings not as an alternative.
- Signage and messaging on symptoms of Coronavirus (COVID-19) should be visible on the set and included in the call sheet, emphasizing no one should come to set if they have any symptoms of Covid 19.
- Face coverings should only be taken off during performance. Social distancing must be maintained.
- Close to contact work should be avoided if possible. Any close contact work should be time limited and mitigations – eg increased ventilation – should be put in place.

## Space – Social Distancing

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- Minimise crew needed on set to complete the work activity. Anyone who can work from home should.
- Use Microsoft Teams to connect and collaborate with crew.
- Segregate crew on the set to avoid close contact, maintain social distancing and minimise mixing as far as possible.
- Amend scripts and scenes to take into account social distancing.
- Where vehicle sharing is unavoidable, ensure seating positions, vehicle ventilation and face coverings are used to minimise transmission risks.
- Face coverings must be worn for the full duration of journeys on public or shared transport (including taxis and ride-sharing operators).
- Outdoor filming is preferable.
- If you are filming in public spaces, review local government guidance and protocols.
- Interior locations: good ventilation and the ability to social distance is key when considering locations.
- Segregate departments and stagger work on set where possible.
- Where the maintenance of social distancing cannot be achieved, it is essential that all adjustments which are reasonably practicable to reduce the risk of viral transmission are put in place.

## Local Restrictions & Government Guidance

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- Productions should always consider whether there are local restrictions in place where they are filming.
- Consideration of local restrictions should be evidenced in the risk assessment

## Department of Education Guidance - Testing

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- Lateral flow testing is currently expected for all productions taking place both on campus and on location.
- Lateral flow tests should be taken in advance of any pre-production meetings and production.
- In addition daily lateral flow tests should be taken during production period.

## Covid Supervisor

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- Appoint a Covid Supervisor to help and monitor Covid Protocols during prep and production.
- The Covid Supervisor can be dual role but should be empowered to support and enforce Covid protocols.
- The Covid Supervisor is the focal point for any cast and crew to raise concerns to, and in turn the Covid Supervisor must report to the Education Team both successes and shortfalls to the risk assessment process.
- Daily Wrap Reports sent to Course Teams should report on Covid mitigations and protocols.

## Greenlight Process

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- Productions require both a Production Risk Assessment and a Covid Risk Assessment before filming.
- The Risk Assessment process for personal projects is handled by the Kit Room.
- The Risk Assessment process for module projects is handled by the lead Tutor and the Course Team.