



Filming Guidelines for Video Production During COVID-19 Pandemic

During the worldwide pandemic of COVID-19, which is likely to impact our productions until at least 2021, No.10 Film crews will observe the following production methodology to ensure that all personnel on set remain safe, and to limit the danger of transmission.

PRE-PRODUCTION

All crew and client meetings and pre-production discussion is to be held remotely via Zoom, Whatsapp, email and phone calls. No in-person meetings should occur until social distancing is no longer required by UK Government guidelines. If an in-person meeting is absolutely essential, a 2m social distancing spacing between each attendee will be observed.

When preparing equipment, each crew member on a multicam shoot will be assigned a full kit inside a bag, which only they will touch to avoid viral transmission via equipment. Single shooter setups are to be preferred and recommended to clients.

If the crew member packing the equipment exhibits COVID-19 symptoms within two days of touching items, these will need to be moved to another crew member's house, wiped with an alcohol wipe and remain untouched for 48 hours before use.

PRODUCTION

During filming, all crew members will maintain 2m distance from external personnel such as contributors and clients, only touch their assigned equipment, and maintain a high level of hand hygiene.

Social Distancing - all external contributors and clients to remain 2m away from all crew members. Contributors & clients are not to touch any equipment.

Personal Sanitisation - all crew members to regularly wash hands for 20 seconds with soap, or use hand sanitiser.

Transmission through Equipment - all crew members to be assigned equipment prior to filming based on colour coding. Crew and external personnel will not touch any equipment not directly assigned to them.

Equipment Sanitisation - alcohol wipes will be available if unavoidable contact is made between crew member's equipment, to wipe down when passing items back to their owner.

Vulnerable Groups - no filming to take place involving anyone over the age of 70, or with underlying health conditions that could endanger their lives if they were to contract

COVID-19.

In order to avoid equipment transmission, the following setups will be used:

- *When setting up an interview space, a 2m exclusion zone should be taped around the interview subject area before they arrive, to give a visual cue.*
- *Lighting and any other Grip that requires crew attention during shooting to remain at least 2m away from subject.*
- *Audio to be recorded via shotgun mic on boom pole at 2m or more - no lavaliers.*
- *Multiple Cameras to be 2m apart and 2m away from subject, and SD card dumps to be avoided if possible.*
- *If SD cards need to be dumped, one person will be assigned as Data Manager, with each operator opening the camera slot door and stepping aside so the designated card dumper can remove the cards to transfer data and replace them.*

Symptom Awareness - if any crew member or external personnel has the following symptoms, they should not attend the production, and if already on site, they should go home: *New, continuous cough; high temperature/fever; lack of taste and/or smell.*

POST PRODUCTION

Once SD card data is transferred to two drives (one Edit Drive, one Backup Drive), the Edit Drive will be wiped with an alcohol wipe and taken by the designated Editor, who will keep the Edit Drive until the end of the project, and hand it back to the Data Manager at the next shoot to be wiped and used.

Editing is to be done alone at home by each Crew Member, no team edits or client reviews to be held in person.

All edit project files to be stored on Adobe Creative Cloud to ensure continuity of service if the Editor falls ill, or a Government directive changes the situation (e.g. another lockdown). The Data Manager of each project will upload the raw footage files to our Google Drive from the Backup Drive after the shoot to enable remote editing by a new Editor if required.

Equipment is to be packed up by the Crew Member assigned to it, then the handles wiped and taken home to the equipment storage location (or to the assigned Crew Member's home if easier for the next shoot).

INSURANCE & LIABILITY

For the foreseeable future, we will have to accept that COVID-19 transmission is a constant threat on set. Our insurance covers our safety and that of others when it comes to injury, accidents or damage, but it will not cover any COVID related claims.

Therefore, any work undertaken by any of us for the Company is now at our own risk, and the Company cannot be held liable by it's crew members, contributors or clients for any infections or complications caused by COVID-19 or related issues.