



COVID -19 Management Plan

1. Purpose

! The purpose of this plan is to specifically manage the operations of Capitol Collective during the COVID 19 pandemic to ensure the operations of the business will have minimal impact and ensure the safety of all interested parties In the work place.

2. Scope

! The scope will be applied to all employees of Capitol Collective and any other interested parties that require interaction from Capitol Collective.

3. General

Taking into consideration all Government legislation and guidelines , Capitol Collective will ensure the following :

- ! Employees that can work remotely , are being actively encouraged to do so.
- ! Instances where employees are required to attend to the office , employees will be thermally screened and subjected to a questionnaire.
- ! Stringent social distancing measures will be implemented in the workplace
- ! All employees and freelancers will use a cloth mask where social distancing is not possible
- ! Work environment will have sanitizers available in public spaces/areas prone to interaction or hand washing facilities with soap.
- ! Employees that are at risk (Over the age of 60, Diabetes etc.) will be required to work from home.
- ! Frequent cleaning and sanitizing of offices spaces.
- ! Doors will be left open as far as possible to prevent transmission of the virus.

4. Daily Protocols

- ! All departments will be encouraged to exercise and follow best practice methods and protocols at all times.
 - ! A qualified Health + Safety Officer / Medic / Monitor will be allocated to every commercial film set workplace for the duration of the production. This person will be responsible for overseeing health checks and ensuring that all safety protocols are adhered to including regular hand washing and overseeing appropriate sanitation protocols are complied with at all times.
 - ! A health questionnaire will be sent out to all personnel via email for completion at least 24 hours in advance. All crew members will be required to submit the form for clearance to the responsible person (Via email) prior to accessing set. This is also to minimize the use of pens & paper transmission.
 - ! The checklists must be reviewed and no persons will be allowed to come to set if any answers on the checklist are in line with the COVID 19 symptoms.
 - ! On arrival at the film set all people will be screened by the Health + Safety team where they will be required to submit to :
 - Temperature test
 - Check of submission of Health Questionnaires .
 - COVID-19 Symptom protocol



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Access to Information

- ! Information regarding the risk of spreading COVID-19 and what behavior is expected from everyone on set will be made visible in common areas.
- ! **Non-negotiable + mandatory and additional precautions will be implemented with immediate effect as follows on all film sets:**
 - Masks will be required to be worn by all people in the workplace and on set at all times and any other protective equipment deemed necessary, with the exception of actors during filming of a scene.
 - Masks will conform to the Department of Health guidelines
 - We will ensure that all interior spaces are well ventilated using either mechanical ventilation or windows.
 - All people on set will be required to adhere to health authority rules on hygiene and behaviors in order to minimize the risk of spread of COVID-19.
 - Hand Sanitizer as well as hand washing stations will be provided at all times
 - Crew will be encouraged to sanitize and / or wash hands regularly to keep their hands clean at all times.
 - Once persons on the film set have been cleared for work, they will be provided with form of identification, indicating that they have completed screening protocols.
 - Crew will suffer no fear of reprisals and be assured of confidentiality should they report to the Health + Safety Officer if that any protocols are not being adhered to that might compromise them.
 - Before each shoot a short safety briefing will be held.
 - Production will ensure that there is regular and frequent cleaning of all contact surfaces including but not limited to – door handles, bathroom fixtures, any equipment handled by more than one person at any given time.
 - Where a workstation is used by more than one person, it will be cleaned between each user

Casting :

- ! Where possible talent will do remote castings using 'self-taping' or cast via videoconferencing facility.
- ! Where casting takes place at a casting studio, all social distancing and hand sanitizing protocols will be adhered to
- ! Anyone who belongs to a high-risk health group should not put themselves forward for castings until the COVID-19 pandemic is better managed – e.g. people over 60, those with



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pre-existing medical conditions such as high blood pressure, diabetes etc. It will remain the responsibility of the cast member to disclose any medical conditions in the pre-screening.

- ! Talent can be pre-selected to ensure controlled attendance at the casting, showing talent that is most accurate to casting specs, director's vision and budget.
- ! Hand sanitizers will be provided at the entrance to studios, in the bathroom and in the casting studios.
- ! Talent will be asked to wear masks to the castings and keep them on until the audition.

Technical recce:

- ! On the technical recce. All crew to avoid homeowners' toilets and private spaces within the home.
- ! Crew are to stay only within the designated film areas on the technical recce. If there are areas that remain off limits this should be made clear before entering the home.
- ! Crew to travel in their own cars
- ! At level 4 and 3 crew will be kept to a minimum on a tech recce

Minimizing the amount of people on set

- ! The number of people on set will be determined by the mandated Alert Level at the time and will be adhered to accordingly.

Tiered arrivals and entry to set

- ! Call Time and wrap times will be staggered to avoid congestion

Transport for crew

- ! Crew and all production related staff will be prohibited from using any form of public transport and therefore Uber type transport + private transport needs to be arranged accordingly where possible.
- ! Where crew are required to share transport, this will be done in line with the Government rules and regulations of face masks ,hand sanitizers and the allowed prescribed people per vehicle.

Optimizing workflow

- ! On set arrivals and activities will be scheduled in such a way that the minimum amount of people is in a given space at any time allowing for work to be done

Informed consent

- ! Each person will be on set under the premise of 'informed consent'. They will be required, at booking stage (and at any time thereafter but before the film shoot), to inform their agent of any risk of exposure to COVID-19.



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Individual responsibility

- ! Each person on set has an individual responsibility and a duty to prevent the transmission of COVID-19.

Studio shoots

- ! Studios to be sterilized before crew come in.
- ! Art department to dress and sterilize all props and sets after setup

On set location protocol:

- ! Unit team who are certified, clear and healthy by the unit manager come in a minimum of 4 hours before to sanitize working areas, making the location ready to film and also to be sure all the area's that need to be avoided are clearly marked.
- ! During the filming process all non-essential crew should remain outside the home or filming area so as to minimize the clean-up.
- ! Allow enough time to wrap out of a location and bring in a separate cleaning crew to sterilize the location, if need be. [aka a cleaning swing gang.] The cleaning team to bring sanitizers and alcohol spray and be briefed by the location or unit manager to the area's used.

Holding and Common Areas

- ! Where possible this is to be placed outside or in open space locations.
- ! Any seating provided will maintain social distancing protocols
- ! Interaction between crew departments will be minimized; this includes meal times

Equipment hire:

- ! Gear checks to be handled in a separate space to avoid cross contamination.
- ! Crew to ensure that they sanitise hands before touching any gear.
- ! All equipment arriving on a film must arrive sanitised.

Remote viewing + video village

- ! Production will provide remote viewing for all other people where possible and to minimize the number of people on set and risk in the workplace.
- ! Remote video take-off village to be encouraged as much as possible
- ! Where possible this is to be placed outside to limit contact between client, agency and crew, a single 'go-between' should be appointed to convey information
- ! Social distancing rules apply



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Catering and Craft

- ! There shall be no meal time buffets
- ! All meals shall be provided in eco-friendly enclosed packaging and production will ensure that recycling is managed.
- ! Craft table with tea, coffee, and snacks will be prohibited, instead, craft in the form of sealed refreshments and snacks shall be provided. Again, eco-friendly packaging will be provided where possible.
- ! Should a sit-down eating area be provided, the social distancing protocol shall be adhered to and crew shall not be placed in such a way that they are facing each other.
- ! Mealtimes will be staggered in 20-minute intervals to facilitate social distancing protocol

Hair and Make Up

- ! Masks will be worn by the make-up artists at all times
- ! Hand sanitizing will be done before and after each make-up application
- ! Applicators will be considered single use only. This includes Mascara, Lipstick etc.
- ! Any brushes are to be sanitized between use or disposable applicator packs to be considered,
- ! All workstation surfaces are to be cleaned between use.
- ! Touching to be minimized as far as reasonably possible.

Wardrobe calls

- ! Wardrobe calls to be handled individually or with respect to social distancing.
- ! Wardrobe to be cleaned before placing on an artist
- ! No wardrobe is to be tried on my more than one artist.
- ! Wardrobe person to wash hands between each artist fitting.

Wardrobe on set protocol and dressing of talent

- ! This will be reserved for featured cast only
- ! The wardrobe stylist is to assist one cast member at a time with hand sanitizing between each person
- ! To the greatest extent possible, talent will be requested to provide their own wardrobe.

Art department considerations

! All necessary and general Covid-19 health + safety protocols should be adhered to as per Government guidelines. All practical + additional steps will be considered to mitigate risk of spread. The best practice method to be exercised once again.

Post production:

- ! Post production to be handled remotely.