

COVID-19 COMPANY POLICY

...



MAY 21 2020

POLICY OVERVIEW

Kraken Films LTD have collated info across the Globe from WHO/UK Government/BECTU/BFC and global Production peers to create a safe working policy/practice for anyone who sets foot on our sets. Whilst much of what we all know are guidelines only at this stage, we believe common sense, greener production practices and solid medical advice will lead the way for us to slowly return to film production.

We detail key areas of COVID-19 safety practice in this document.

- COVID-19 - the basics
- Location safety and practices
- Studio shoots
- PPE, Medical info and personal R&Rs
- Remote Video Village practices
- Talent safety
- Art Department/MUA/Wardrobe
- Catering
- Hired Kit
- Summary/General Info

Jo Rae Daly - Owner and Exec Producer

COVID-19 - THE BASICS

WHAT IS COVID-19?

The virus that cause COVID-19 spreads primarily through droplets generated when an infected person coughs, sneezes or speaks.

You can also become infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands.

WHO: <http://www.emro.who.int/health-topics/corona-virus/index.html>

WHAT ARE THE SYMPTOMS?

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. Loss of taste and smell can also be a symptom.

In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure.



LOCATION SAFETY

- Maximum 10x Crew/Client on set
- Remote/Zoom recess
- Remote/Zoom client/Agency Video Village
- 72 hr location quarantine pre and post shoot day(s)
- Deep cleanse of location by Location Management
- PPE kits for Crew/Clients
- Staggered call times
- 2 metre distancing
- Hands to be washed every half hour
- Onset medic
- 3x temperature checks per crew/agency
- Packed lunches provided
- PPE kit disposal upon WRAP

**BEND
THE CURVE**

Let's Do Our Part



**PLEASE
WASH
HANDS
WITH SOAP**

 20 Seconds Minimum



**PLEASE
WEAR
FACE MASKS**

For Everyone's Protection

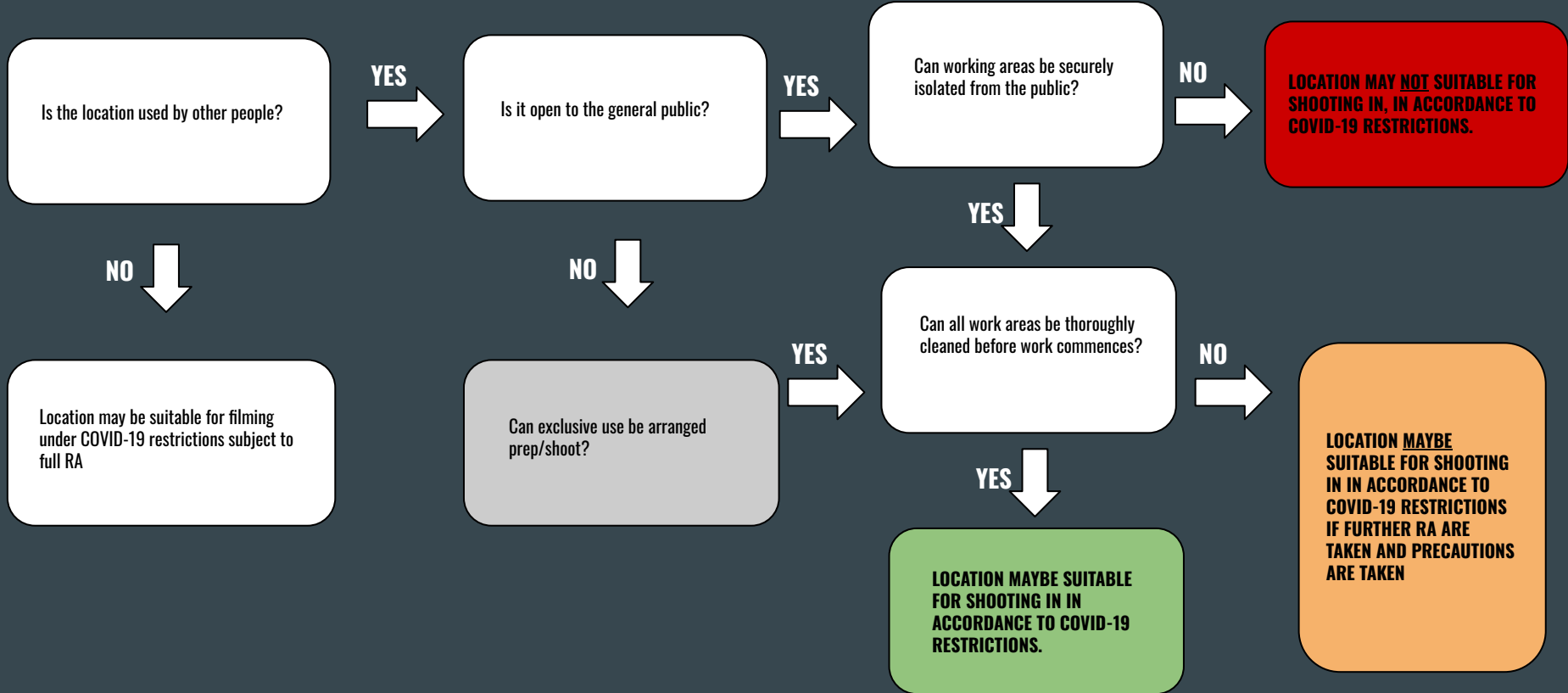


**MANDATORY
SOCIAL
DISTANCING**

 2 Metre Minimum



CHOOSING A LOCATION



STUDIO SHOOT

We are working with London/UK Film studios to make our shoots match to our new working policies. Studios will be:

- Deep cleaned
- Washing facilities provided
- Breakout Green rooms for departments and talent
- Catering solutions offered

Please contact Kraken Films for more information - each studio has their own policy which can be shared upon discussion at the prep/booking stage of a production.

PPE KIT/MEDIC/R&Rs

PPE KITS will be provided to all crew/clients entering a KRAKEN FILMS LTD location/set.

This includes: Masks/Gloves/alcohol gel.

MEDIC ON SET: A medic will be onset as standard.

CREW/AGENCY R&Rs - PLEASE READ:

- Health check of Crew/Agency - past 2 weeks health status evaluated (24 hours prior to shooting - temperature check)
- Signed informed consent pre shoot - form to be supplied by Production
- To observe all onset instructions from Production and Location Management.
- To arrive on set promptly at your given calltime.
- To come to set wearing pre-washed shoot clothes which have not been worn prior to the shoot day.
- To observe the 2 metre rule.
- To wash your hands every hour and to use ALCOHOL gel (provided) throughout the day.
- To report if feeling unwell ASAP to Production
- Onset medic will continuously monitor everyone on set and has the authority to send people home if unwell.



REMOTE VIDEO VILLAGE PRACTICES

With the current COVID-19 pandemic still a significant problem for people in the creative industries, we have been looking for a way to be able to get people shooting again as quickly as possible.

With a Remote Shoot Village set up over ZOOM, Clients/agency and HODs can save travel time and money whilst accessing all parts of the shoot and crew remotely from your home or office. Creating a safe and collaborative live workstream whilst reducing set numbers and aiding in Social Distancing practices.

We are working with companies who offer this service who provide this remote system who also supply all the tech/kit and Operators. This system offers:

- Passwords for all meetings that are to be shared in a separate email to the meeting link
- A waiting room for participants to ensure that participants match the call sheet
- Breakout rooms for private conversations away from the set
- More security information about Zoom's security can be found at <https://zoom.us/security>



TALENT SAFETY

Casting sessions and callbacks can be done remotely via video link ups and self-casting.

When casting children, their supervising adult should remain close at hand. Note: remote casting may prohibit rehearsal of interacting action.

Those aged 70 or over, we will not be casting anyone of this age for the time being.

Consider what you will do if needing to replace talent.

Where social distancing of talent might not seem achievable on set due to creative or action required, if possible, adapt the process to achieve within regulations (eg: use members of the same household, shoot individuals as separate plates and composite in post, etc). If that is not achievable then, taking every measure possible to prevent infection, with the permission of talent, they may be filmed together for real.



CATERING

KRAKEN FILMS LTD are working closely with some key Film caterers who are getting together pre-packed lunch menu options for crew/clients onset. Until we have the all clear to have a more traditional sit down and communal eating experience you will still be offered healthy food but asked to adapt to this more rustic style of catering.

No craft service - there will be no one to one catering service on set.

No plastic bottles or glass on set - COVID-19 can stay up to 3 to 5 days on these surfaces. We will encourage everyone to bring their own water bottles/reusable coffee cups.

EQUIPMENT

We are working with 3rd party rental houses to work on the best practices of making all kit safe on set.

Only allocated members of crew/HOD are authorised to handle their own kit at ALL times.

Please refer to Production for more information and specific guidelines.

ART DEPT/MUA/WARDROBE

ART DEPARTMENT/HAIR & MAKEUP/WARDROBE

- Each department will have a RA which we can share with you according to what the production requires.
- Staggered department prep times will be allocated on set to adhere to the 2 metre rule.
- Each department will be given a breakout room/space socially distanced from all other members of crew.
- MUA - this may have to be done as a pre-shoot video tutorial with the Talent pre shoot with the Talent doing their own hair and makeup. Therefore we would encourage Agencies to manage Client expectations at this stage.
- Wardrobe calls will be done remotely.
- Props will be cleaned with alcohol based cleaner and only handled by their department. NO other crew can touch the props or wardrobe.

We will be expanding this policy overview in these departments as we move forward.



SUMMARY

We aim to provide the safest working environments we can. This policy will be constantly reviewed in accordance to Government and WHO updates on the status of COVID-19.

Thank you

USEFUL LINKS FOR FURTHER INFO:

PPE KITS: <https://www.dps.team>

APA Guidelines:

<https://www.a-p-a.net/2020/04/news/updated-regularly/>

UK Government Guidelines:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
