



**FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
DEPARTMENT OF HEALTH**

JOINT ADMINISTRATIVE ORDER
No. 2020 - 001

JUN 07 2020

SUBJECT: Health and Safety Protocols for the Conduct of Film and Audiovisual Production Shoots and Audiovisual Activities During COVID-19 Pandemic

I. BACKGROUND

The Inter-Agency Task Force for the Management of Emerging and Infectious Diseases (IATF-EID) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines states that for areas placed 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 arrangement 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, these non-pharmaceutical interventions remain the most effective ways to prevent the spread and mitigate the risks of COVID-19. In view of the foregoing, this Order reiterates that all departments, sections, units, and individuals involved in the production shoots of film and audiovisual activities must adhere to the minimum public health standards prescribed under the Department of Health (DOH) Administrative Order 2020-0015¹ as may hereinafter be amended.

II. OBJECTIVE

These guidelines are issued to set minimum health and safety protocols for the film and audiovisual sector in the midst of the COVID-19 pandemic. This Order aims to provide guidance to all companies and workers for the resumption of production shoots of film and the audiovisual content and other audiovisual activities following the established minimum public health standards for COVID-19 mitigation within various levels of community quarantine.

This Order prescribes the necessary prevention, detection, and rapid response measures to be implemented while maintaining business continuity across the film and audiovisual sector.

¹ DOH Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation
<https://www.doh.gov.ph/sites/default/files/health-update/a02020-0015.pdf>

III. SCOPE AND COVERAGE

These guidelines shall cover the following:

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.

IV. DEFINITION OF TERMS

- A. **Administrative Controls** - refer to procedural interventions or modifications in policies, standards, and processes, that are meant to reduce the frequency and severity of exposure to infectious diseases (e.g. hygiene and disinfection protocols, temperature scan, work shifting, etc.).
- B. **Engineering Controls** - refer to physical interventions or modifications in spaces or environments, that are meant to prevent the transmission of infectious diseases (e.g. use of physical barriers, exhaust ventilations, etc.).
- C. **Occupational Safety and Health (OSH) Officer** - refers to a key professional in the work environment that provides occupational health and safety management and advice, conducts monitoring and reporting in the workplace, and engages staff in programs that ensure safe practice in the workplace.
- D. **Personal Protective Equipment** - refers to protective garments or equipment worn by individuals to increase personal safety from infectious agents.
- E. **Post-Production** - refers to the tasks that must be completed or executed after the filming or shooting ends including but not limited to editing, visual effects, motion graphics, music scoring, color grading, and sound design.
- F. **Pre-Production** - refers to the planning stage where elements involved in the audiovisual content are finalized, including but not limited to script reading, setup, look test, wardrobe preparation, and rehearsal.
- G. **Principal Photography** - refers to the stage where the bulk of the film is shot, with actors on set and cameras rolling, as distinct from pre-production and post-production.
- H. **Producer**- refers to a person who is the head of, or acts as the representative of the production company who shall serve as a direct or indirect employer, and shall be directly or indirectly liable for all incurred violations in the workplace.
- I. **Production Zone** - a work zone that allows for the production to be broken down and operate within physical distancing protocols.
- J. **Set** - refers to the area in which a scene is shot. A set may include scenery and props, among others.
- K. **Work Zone** - refers to a system for workplace groups to keep different crews, staff, and contractors physically separated at all times. Some locations may need to apply alternative methods to the creation of work zones to achieve work group separation.

V. GENERAL GUIDELINES

A. Reorienting Production Shoots and Practices

To protect the health and safety of all personnel required to perform film and audiovisual duties while COVID-19 exists in the community, all Producers/Employers shall ensure that all workplaces comply with the DOH minimum health standards for COVID-19 mitigation, through the following strategies:

1. Increase Physical and Mental Resilience;
2. Stop Transmission;
3. Reduce Contact Rate; and
4. Shorten the Duration of Infectiousness of COVID-19.

Producers/Employers must be responsible for implementing controls pursuant to these strategies and for maintaining records to provide evidence that the requirements have been met. They must also ensure that records, forms, documents, and other information are appropriately kept and recorded for reporting and tracing purposes. Responsible business and filming activities means ensuring the health and safety of workers and the public.

B. 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.

C. Mandatory Presence of OSH Personnel

Necessary OSH officer/s shall be present in all workplaces and areas, at all times, during working hours. The number and types of OSH officers shall depend on the activities and total number of workers that are present in the shoot, as prescribed in Sections 14 and 15, Chapter IV of DOLE Department Order No. 198 S. 2018². 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 shall likewise conduct health and safety orientation to all workers prior to the start of the production.

D. Additional Function of the OSH Officer

The Occupational Safety and Health Act mandates the presence of an OSH Officer on workplaces and production sites. For the purposes of COVID-19 mitigation, an additional function will be given to the OSH officer to ensure that COVID-19 health and safety protocols will be in place for the safe conduct of production shoots and activities.

E. Protecting the Vulnerable Workers

Producers/Employers are discouraged from allowing workers who fall under any of the following categories to work on set:

1. below twenty-one (21) years old;
2. more than sixty (60) years old;

² DOLE Department Order 198-18 IRR of Republic Act No. 11058
https://www.dole.gov.ph/plp_assets/uploads/2019/01/DO-198-Implementing-Rules-and-Regulations-of-Republic-Act-No.-11058-An-Act-Strengthening-Compliance-with-Occupational-Safety-and-Health-Standards-and-Providing-Penalties-for-Violations-Thereof.pdf

3. of any age with co-morbidities or pre-existing illness (e.g., hypertension, diabetes, cancer, or with immunocompromised health status); or
4. with a high-risk pregnancy.

The Producer/Employer must develop agreements that detail alternative work arrangements and deliverables from these workers with no diminution in talent fees or benefits.

F. 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 shall 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 shall ensure that PPE (e.g. surgical masks, gowns, gloves) is properly worn by the workers while at work and disposed of accordingly after use.

G. Refusing Unsafe Work

In line with Section 5.4 (d) of the FDCP-DOLE Joint Memorandum Circular No. 1 S. 2020³ *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.

H. 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 FDCP at least seven (7) days before the production shoot day. Refer to **Annex L.1** for the Production Registration Form. Every notifiable accident or injury must be submitted to the DOLE Regional Office or the FDCP within 30 days after the date of the accident. Refer to **Annex L.9** for the Illness, Disease, and Injury Investigation Form.

VI. IMPLEMENTING GUIDELINES

A. General Precautionary Measures

1. Producers/employers and workers shall strictly comply with the following measures to reduce chances of exposing themselves or others to the virus:
 - a. Observe physical distancing (staying no less than one meter apart from each other) at all times. For further guidelines on physical distancing, refer to **Annex A**.
 - b. Avoid unnecessary touching of face, mouth, and eyes.
 - c. Smoking and use of electronic cigarettes or vaping devices is prohibited, especially in the workplace and production site. For

³ FDCP-DOLE Joint Memorandum Circular No. 1, S. 2020
<http://fdcp.ph/memorandum-and-issuances/joint-memorandum-circular-no-001-series-2020>

designated smoking areas outside of these places, protocols must be compliant with Executive Order No. 26, s. 2017⁴ *Providing for the Establishment of Smoke-free Environments in Public and Enclosed Spaces*.

- d. Observe strict personal hygiene and sanitation practices both at work and away from work.
 - i. Wash hands with soap and water, or use alcohol or sanitizers to disinfect hands.
 - ii. Cover mouth and nose when sneezing or coughing using disposable tissue or the inner portion of the elbow.
 - e. Wear appropriate PPE at all times. Reusable, washable cloth face masks are recommended to the general population, while medical-grade, surgical face masks are recommended to be used by individuals with symptoms or underlying health conditions.
 - f. Inform the production immediately and subject themselves to 14-day self-quarantine if:
 - i. Workers live with or have had close contact with people who are confirmed or probable COVID-19 cases; or
 - ii. Workers exhibited COVID-19 symptoms within the past 14 days.
 - g. In instances where production requires interaction with foreign producers, crew members, actors, and other international visitors, refer to the COVID-19 Immigration Protocols and Domestic Restrictions, **Annex B**.
 - h. Further guidelines for all cast, crew, and workers can be found in **Annex H**.
2. Under specific COVID-19 community quarantine conditions or work environments, the following shall be observed:
- a. All violations and concerns regarding failure to meet COVID-19 plans and policies must be immediately reported to FDCP, DOLE, and DOH.
 - b. COVID-19 health declarations shall be completed before commencing work, and when reasonably requested throughout each project. See **Annex D** for more information on COVID-19 health declarations and **Annex L.4** for the COVID-19 Health and Safety Declaration Form for workers.
 - c. If any role or work at any point in the production may be done remotely or from home, workers may request the same upon discussion with the Producer/Employer.
 - d. If any COVID-19 measures are impeding the worker's ability to undertake his/her role safely, he/she must notify the production immediately.

For further guidelines on preparing and setting up workplaces under COVID-19, refer to **Annex E**.

3. Before proceeding to on-site operations, management must first adhere to the following controls:

⁴ Executive Order No. 26, S. 2017

<https://www.officialgazette.gov.ph/downloads/2017/05may/20170516-EO-26-RRD.pdf>

a. Engineering Controls:

1. Handwashing facilities, hand sanitizers, and dispensers with an alcohol-based solution must be placed in all entrances, exits, and areas with high foot traffic.
2. Where possible, redesign office layout to ensure that physical distancing can be observed. Alternatively, physical barriers may also be placed.
3. Physical markers for physical distancing will also help enforce physical distancing. Visual cues must be placed to guide individuals to maintain a distance of at least one (1) meter apart from each other.
4. An isolation area or space must be designated in any workplace or venue in all stages of production. This area will be where workers who are showing signs of contagion will stay while waiting for transport to healthcare facilities.
5. Waste management protocols, especially for infectious wastes, must be in place. Trash bins must be made available in strategic locations in the workplace.
6. Where possible, appropriate ventilation and management of movement must be implemented as measures for infection prevention (e.g. separate paths for entry and exit).

b. Administrative Controls:

1. The Producers/Employers must craft a compliance plan to achieve the requirements of this Joint Administrative Order, focusing on managing work to maintain the health of workers engaging in the film and audiovisual sector. All involved in the film and audiovisual sector must play a part in minimizing the risk of transmission of COVID-19.
2. The Producers/Employers must assign the necessary OSH officer/s required to be present in all workplaces at all times during working hours.
3. The Producers/Employers shall ensure that the plan and work protocols are communicated effectively to workers and other individuals by the OSH Officer before entering the site, or work. Language, culture, and disability requirements must be taken into account to ensure information is understandable for all.
4. The Producers/Employers must communicate and engage with their workers regularly on how to safely carry out work in a COVID-19 environment. Planning and implementing COVID-19 protocols must involve workers.
5. The Producers/Employers must consider the time it will take to implement safety controls required for the workplace i.e. allotting at least two hours to employ safety protocols during the work day.
6. The Producer/Employer must ensure that all hazards have been reviewed and are appropriately controlled. This includes workers' understanding of the operations, having fit-for-purpose equipment, checking the material, and environmental conditions. The plan and work protocols must take into account the possibility that a site or location where film and audiovisual activity will take place may have become unsafe during the quarantine period.
7. Provision of alternative structures and arrangements for work:

- i. Pre-production meetings, technical meetings, and other prep work must be done online.
 - ii. Employees who are able to accomplish their duties off-site must adopt work-from-home arrangements.
 - iii. For other pre-production meetings and activities that absolutely cannot be done online, the basic guidelines of physical distancing and having a minimal number of people in the workplace must be put in place.
8. The Producer/Employer must provide mental and psychosocial support such as, but not limited to providing mindfulness activities/sessions, in-house counseling sessions, online counseling, and support groups to workers. Refer to **Annex F** for considerations for occupational mental health and well-being.
9. The Producer/Employer must monitor current national issuances and local ordinances for disease control and implementing of local and national regulations before production so that plans or schedules may be adjusted.
10. Movement of workers, service providers, and contractors between projects and sites must be planned and coordinated properly with the respective producers/employer to prevent transmission of COVID-19.
11. The Producer/Employer must provide transportation, food, and other services to workers, as needed.
12. Only workers who have been asymptomatic within the last 14 days prior to the date of work resumption are cleared to return to work, pursuant to DOH Department Memorandum No. 2020-0220.
13. Producers may test workers for COVID-19 following protocols expounded in **Annex G**.

Further department-specific and operations-specific guidelines for pre-production can be found in **Annex C.1**.

B. On-Site Operations

1. Once all controls are in place, the following on-site operation protocols must be complied with:
 - a. Producers/ Employers must provide for daily on-site screening to ensure workers are fit for duty as they enter a site or start a film and audiovisual-related activity. This shall follow DOH guidelines for detection of COVID-19 symptoms, and identification of risk factors.
2. All workers must be registered as they enter a work area, and such records must be kept by the person controlling the work area. Work area registers are to be filled in, where it is practical to do so, at the worksite, part of the worksite, or where film and audiovisual sector-related work is carried out.
 - a. Workers must be subject to temperature checks prior to entering the building/office spaces. Workers who exhibit a temperature $>37.5^{\circ}\text{C}$ or show flu-like symptoms must not report to work, and must exhibit no symptoms for a minimum of 14-days before being cleared for work.
 - b. Producers/Employers must follow the DOH guidelines in referring and transporting symptomatic workers or those who will register symptoms to appropriate facilities. Refer to **Annex G**.

- c. Producers/Employers must train workers in the proper use, cleaning, and disposal of PPE designed to minimize COVID-19 transmission in line with DOH guidelines.
- d. Workers must be given guidance by the Producer/Employer on how to decontaminate themselves and their clothing when returning to their home living arrangements, and accessing other services where they may be in contact with others (including public spaces, retailers, and medical services).
- e. Mass gatherings are prohibited, pursuant to DOH AO No. 2020-0015.
 - i. Only a maximum of fifty (50) individuals shall be allowed to partake in public activities in low-risk areas, and as determined by its risk-severity rating.
 - ii. Only essential workers necessary to perform physical work, supervise work, or conduct work will be allowed to report physically at the workplace or shooting site.
 - iii. All workers who can work from home must work from home. Visitors to the site will be restricted to the minimum necessary to deliver work.
- f. Work vehicles must be sanitized after each journey through cleaning of internal surfaces and external handles and touchpoints. Physical distancing must be observed when using the vehicle (i.e. reduced capacity) pursuant to Department of Transportation guidelines.
- g. Producers/Employers must ensure that all concerned departments and workers are aware of scene and location restrictions as stated in **Annex I**.

3. To further mitigate COVID-19 in on-site operations, the following additional controls shall also be put in place and complied with:

- a. Engineering Controls
 - i. Protocols for transport of suspect COVID-19 cases must be in place, including provision of ambulance. (Hospitals will report to suspect cases of COVID-19 to DOH.)
 - ii. Routine cleaning of frequently touched surfaces and objects, and routine replacement of disinfectant solutions in foot baths must be observed.
 - iii. Availability of hand soaps, sanitizers, and other disinfectants in restrooms and in all entrances and facilities must be ensured.
 - iv. Footbath mats must be placed in all entrances. Solutions may be 1:10 bleach solution i.e. 1 litre bleach mixed with 9 litres of clean water.

Further department-specific and operations-specific guidelines for production or principal photography can be found in **Annex C.2** while post-production guidelines can be found in **Annex C.3**.

- b. Administrative Controls
 - i. For each location or workplace, OSH officer/s must be provided by the Producer/Employer to monitor and manage Occupational Safety and Health within the work environment including COVID-19 site protocols.
 - ii. All offices and workplaces must implement additional disinfection measures of common areas, as recommended by the DOH.

- iii. Additional sanitary measures must be implemented at the work location, including but not limited to, establishing proper respiratory hygiene practice and hand washing protocols.
- iv. Work areas with the potential for close interaction with members of the public or other persons not involved in the work must be arranged to achieve physical distancing.
- v. Workplaces must be separated into zones to keep different crews, staff, and contractors physically separated at all times. Some locations may need to apply alternative methods for the creation of work zones to achieve work group separation. Further guidelines for production zone breakdown can be found in **Annex J**.
- vi. Work that requires close personal contact between workers (e.g. lighting, camera operation, sound, grip work, cast, makeup, wardrobe) must be minimized. Work of this nature must be planned and managed to establish a safe system of work following the COVID-19 Community Quarantine conditions for operation. Risk of COVID-19 transmission must be included in risk assessments, and the highest level of control must be considered and properly implemented.
- vii. All vehicles and transportation must be in line with the Department of Transportation's omnibus public transport protocols and guidelines.
- viii. All items in the workplace or production site including deliveries must be carefully managed, controlled, and regularly sanitized.
- ix. Equipment and material deliveries must be planned and managed to avoid the risk of COVID-19 transmission.

C. Leaving Site or Place of Work

- 1. After daily operations, management must ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in footbaths.
- 2. As they leave, all persons must be checked out of the production site, or the workplace, and all records of these must be kept.
- 3. 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. Specific guidelines for cleaning and disinfection can be found in **Annex K**.
- 4. 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.

D. Interzonal Movement

- 1. 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.

E. Emergency Management

1. All Producers/Employers must ensure that workers understand that any individual exhibiting flu-like symptoms such as fever, coughing, or chest congestion must immediately inform their production, subject themselves to self-quarantine, and inform their respective Barangay Health Emergency Response Team (BHERT) or Local Health Office for monitoring.
2. Any business, workplace, or site that has had a worker with a positive COVID-19 diagnosis shall:
 - a. Contact the DOH Epidemiology Bureau or their respective Regional Epidemiology and Surveillance Units to report possible exposure and facilitate contact tracing, as necessary;
 - b. Gather records of all persons who have been on-site, or who have had close contact or 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 aide in contact tracing;
 - c. 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;
 - d. Clean and sanitize all site surfaces and equipment;
 - e. Prevent any person from entering the workplace until disinfection of the workplace has been performed; and
 - f. Follow any other directions from DOH.

VII. SAFE FILMING PROGRAM

The FDCP in partnership with DOH and DOLE shall implement the Safe Filming Program which will take the strategies and guidelines herein provided, and create a global resource website that outlines the principles of safe production and provide information about systems, resources, forms, and all related documents and issuances to ensure working safely in Philippines for both local and international film productions. It shall also be a platform for an active collaboration with international film commissions and stakeholders to share best practices and updates especially with the constant assessment and management and risks of infection transmission.

VIII. ROLES AND RESPONSIBILITIES

- A. The **Film Development Council of the Philippines** shall:
 1. Monitor the implementation of the policy and consolidate reports and recommendations from LGUs and production companies; and
 2. Report the intended location of the production shoot to the concerned LGUs (whether in the workplace, studio, on-location, or other venues).
- B. The **Department of Labor and Employment** shall:
 1. Provide technical assistance in developing the necessary labor standards, protocols, and guidelines in the workplace during the COVID-19 Pandemic;
 2. Enforce penalties for reported violations of this Order; and
 3. Coordinate the same to FDCP for the Safe Filming Program.
- C. The **Department of Health** shall:
 1. Continue to update the set minimum public health standards based on most recent evidence available and issue succeeding updates through DOH Department Circulars; and

2. Provide technical assistance in developing the necessary health standards, protocols, and guidelines in the workplace during the COVID-19 Pandemic; and
3. Coordinate the same to FDCP for the Safe Filming Program.

D. The LGUs shall:

1. Implement and monitor compliance with the COVID-19 mitigating guidelines. For violations of the same, the LGU shall impose necessary sanctions according to IATF guidelines; and
2. Send a report to FDCP on the implementation and compliance of the production shoots.

E. Film and Audiovisual Production Companies and all other concerned shall:

1. Comply with the provisions of this Order and other relevant issuances in ensuring the health and safety of all individuals involved in film and audio-visual productions;
2. Establish the necessary controls (engineering, administrative and PPE) and referral mechanisms for COVID-19 mitigation in production shoots;
3. Ensure all individuals involved in production shoots adhere to the guidelines specified in this Order;
4. Report to FDCP and DOLE on their scheduled location shoots, in compliance with DOLE-FDCP JMC;
5. Submit other reportorial requirements of this Order or as may be required by FDCP, DOLE or DOH; and
6. Keep a record of all contacts of relevant government offices and health facilities for coordination and assistance in observance of the guidelines of this Order. Refer to **Annex M**.

IX. REPEALING CLAUSE

Other related issuances not consistent with the provisions of this Order are hereby revised, modified, or rescinded accordingly. Nothing in this Order shall be construed as a limitation or modification of existing laws, rules and regulations.

X. PENALTIES

Penalties as administrative fines may be imposed through DOLE Department Order No. 198 S. 2018 for any willful failure to comply with this Joint Administrative Order. Further, any person or entity found to have violated the provisions in this Order are subject to penalties and other legal actions in accordance with, but not limited to, existing laws and orders for the COVID-19 response, such as Republic Act No. 11469 - Bayanihan to Heal As One Act, Republic Act No. 11332 - Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act, and Republic Act No. 11058 - Strengthening Compliance with Occupational Safety and Health Standards Act.

XI. SEPARABILITY CLAUSE

Should any provision of this Order or any part thereof be declared invalid, the other provisions, insofar as they are separable from the invalid ones, shall remain in full force and effect.

XII. EFFECTIVITY

This Order shall take effect immediately.



MARY LIZA B. DIÑO

Chairperson and CEO

Film Development Council of the
Philippines



FRANCISCO T. DUQUE, III

Secretary

Department of Health



SILVESTRE H. BELLO, III

Secretary

Department of Labor and Employment

FDCP-DOLE-DOH Health and Safety Protocols for the Conduct of Film and Audiovisual Production Shoots to Mitigate COVID-19

LIST OF ANNEXES

As of June 5, 2020

DISCLAIMER: Due to the evolving nature of the ongoing COVID-19 situation, items reflected in the annexes are constantly being updated and revised based on the most recent evidence. Users are advised to check the official channels of FDCP, DOLE, DOH and other government agencies for up-to-date information. Visit www.fdcph.ph for the most updated and full content of annexes.

ANNEX	
Annex A	Physical Distancing, Hygiene Protocol, and Limiting Physical Contact at Every Stage of Production
Annex B	COVID 19 Immigration Protocols and Domestic Restrictions
Annex C	Guidelines During the Stages of Production <ol style="list-style-type: none"> 1. Pre-Production 2. Production or Principal Photography 3. Post- Production
Annex D	Guidance on COVID-19 Health Declaration
Annex E	Reminders for Preparing & Setting Up Workplaces under COVID-19
Annex F	Guidance on COVID-19 Physical and Mental Health and Well-Being
Annex G	Guidance on COVID-19 Testing
Annex H	General COVID-19 Guidelines <ol style="list-style-type: none"> 1. For All Workers 2. For Departments 3. For On-Camera Performers
Annex I	Scene and Location Restrictions
Annex J	COVID-19 Production Zone Breakdown
Annex K	Cleaning and Disinfection Guide
Annex L	Safe Filming Program <ol style="list-style-type: none"> 1. Form 1 Production Registration Form (Producers) 2. Form 2 Safety Requirements for Call Sheets (Producers) 3. Form 3 Health and Safety Commitment Declaration (Producers) 4. Form 4 COVID-19 Health Declaration Form (Workers) 5. Form 5 Health and Safety Orientation Form (Workers) 6. Form 6 COVID 19 Sign In Reg Form (Workers) 7. Form 7 Incident Register (Health and Safety Officer) 8. Form 8 Risk Register (Health and Safety Officer) 9. Form 9 Illness, Disease, and Injury Investigation Form (Health and Safety Officer)
Annex M	COVID-19 Directory

Annex A. PHYSICAL DISTANCING, HYGIENE PROTOCOLS, AND LIMITING PHYSICAL CONTACT AT EVERY STAGE OF PRODUCTION

Practicing safe work to limit exposure to COVID-19, while operating under community quarantine conditions, means assessing the risks first, and then implementing the appropriate controls, whenever applicable.

All work must be approached to reduce possible contact between workers and promote physical distancing wherever possible.

A. What is Physical Distancing?

- a. Physical distancing means keeping a safe distance from others.
- b. No less than one meter away from other people must be observed wherever possible. This is an important measure to help protect from COVID-19 which spreads via droplets from coughing and sneezing.
- c. There are varying measurements of physical distancing within spaces depending on the type of space where work is undertaken. These are broken down in controlled, uncontrolled, and close contact spaces.
 - i. A **Controlled Space** is a situation where a Producer/ Employer can reasonably provide:

1. Hand sanitizing / cleaning
2. Cleaning between groups when they occupy an area.
3. Maintain the required physical distancing
4. Health screening
5. Contact tracing (recording name, phone, and address)

In a Controlled Space, the required separation is one meter between people whenever applicable because of the additional measures implemented.

- ii. An **Uncontrolled Space** is a situation where a producer/employer cannot reasonably provide the above measures. For these spaces (e.g. public spaces, shops, etc.), there is an expectation of two meters separation whenever applicable between workers and other persons because these spaces are outside of the production zone.
- iii. A **Close Contact Space** involves close personal contact that results in workers not being able to maintain one-meter physical distancing, e.g. Make-up and Hair, or intimate scenes. Close contact safety measures need to meet the same requirements as the controlled space above as well as taking additional control measures such as PPE and increased ventilation.

B. On Reducing Contact Rate

- a. A maximum number of people on the production site must be limited to fifty (50) people, unless a locality's community quarantine guidelines prescribe a less maximum number.
- b. Work from Home arrangements (WFH) must be utilized for all stages of production as applicable. Physical contact may be reduced by conducting online meetings, electronic transactions, virtual reviews, and checks.
- c. Prolonged face-to-face interaction between workers and clients is discouraged, and face masks must be worn at all times and not removed. Meetings needing physical presence must be kept to a minimum and with a short duration. Videoconferencing must be utilized for lengthy discussions among workers whenever possible.

C. On Shortening Duration of Infectiousness of COVID-19

- a. 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.
- b. The OSH officer attending to the worker must wear appropriate PPE and, if needed, must transport the affected worker to the nearest hospital.
- c. Protocols for transport for suspect COVID-19 cases, whether from the workplace or production site must be in place, including provision of an ambulance. The hospitals will be responsible for reporting to the DOH the COVID-19 suspect case.
- d. The workplace or production site must be decontaminated with appropriate disinfectants (e.g., chlorine bleaching solution and 1:100 phenol-based disinfectant).
 - i. After decontamination of the workplace or production site, the production or work may resume after 24 hours.
 - ii. 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.
 - iii. 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 diseases not related to 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.

Annex B. COVID-19 IMMIGRATION PROTOCOLS AND DOMESTIC RESTRICTIONS

The Philippine Government has implemented strict border control measures restricting travel into and out of the Philippines to mitigate the spread of COVID-19.

The Philippine Film and Audiovisual industry engages international partners for audiovisual services, production of content, and utilization of crew for their own productions. Local productions also utilize international crew and artists for their own projects.

A. Inbound Travel Restrictions by the Philippine Government on Foreign Travelers^{5, 6}

The entry of foreign nationals in the Philippines via sea or air are restricted effective 22 March 2020. Otherwise, allowed travelers entering the Philippine must go into either stringent or mandatory quarantine facilities based on the assessment of the quarantine medical officer until COVID-19 test results and the corresponding Quarantine Certificate have been released or if the 14-day stringent or mandatory quarantine has been complied, whichever comes first.

Category	Countries
Cannot travel to the Philippines	All countries
Can travel to the Philippines but must go into either stringent or mandatory quarantine facilities based on the assessment of the quarantine medical officer until COVID-19 test results and the corresponding Quarantine Certificate have been released or if the 14-day stringent or mandatory quarantine has been complied, whichever comes first.	<ul style="list-style-type: none">• Foreign Governments and International Organization officials accredited to the Philippines.• Foreign Spouse and children of Filipino nationals• All arriving Filipino passengers, including their spouse and children (Filipino or foreign)• Foreign airline crew members• Land, air, and sea travel of uniformed personnel for official business, especially those transporting medical supplies, laboratory specimens, related to COVID-19, and other humanitarian assistance• Overseas Filipino Workers (OFWs)
Can travel to the Philippines and must self-quarantine for 14 days if unwell	No countries

⁵ DFA travel advisory: inbound travel restrictions by the philippine government on foreign travelers, March 22, 2020.

<https://www.dfa.gov.ph/covid-19-advisories/26402-travel-advisory-inbound-travel-restrictions-by-the-philippine-government-on-foreign-travelers>

⁶ DFA travel advisory: inbound travel restrictions by the philippine government on filipino travelers, March 22, 2020.

<https://www.dfa.gov.ph/covid-19-advisories/26400-travel-advisory-inbound-travel-restrictions-by-philippine-government-on-filipino-travelers>

B. **Community Quarantine** refers to the restrictions in movement within or out of the quarantine area of individuals, large people, or communities.

- a. The IATF risk assessment of the COVID-19 cases is deemed high within ECQ, MECQ and GCQ areas.
- b. MGCQ refers to the transition phase between GCQ and the new normal when temporary control measures are relaxed. Strict quarantine measures become less necessary while still adhering to health and safety protocols.

	COMMUNITY QUARANTINE MEASURES IN THE PH⁷			
	ECQ	MECQ	GCQ	MGCQ
International Travel	The entry of foreign nationals in the Philippines via sea or air are restricted effective 22 March 2020. Otherwise, allowed travelers entering the Philippines must go into either stringent or mandatory quarantine facilities based on the assessment of the quarantine medical officer. Travellers are to remain in stringent or mandatory quarantine until COVID-19 test results are released, are found negative, and the corresponding Quarantine Certificate has been released, or if the 14-day stringent or mandatory quarantine has been complied, whichever comes first. Travellers shall be referred to step-down facilities or for home quarantine (if found capable of home quarantine based on JAO No. 2020-0001 on the Guidelines on Local Isolation and General Treatment Areas for COVID-19 cases (LIGTAS COVID) and the Community-based Management of Mild COVID-19 Cases).			
Domestic Travel	<p>Strict Home Quarantine for everyone except for Head of Household obtaining goods and services</p> <p>Only essential workers in industries involved in the provision of medical, health, and basic necessities are permitted to travel to and from work</p> <p>No public transportation are allowed to operate</p> <p>Quarantine passes are required for movement of individuals</p>	<p>Film and Audiovisual Production Shoots allowed with a maximum fifty (50) people following Health and Safety Protocols of DOLE, DOH and FDCP</p> <p>Travel is allowed to access workplaces but no public transportation is allowed to operate</p> <p>Travel is limited from place of residence to the workplace unless deemed as an essential service.</p> <p>Ban is implemented on mass gathering</p>	<p>Film and Audiovisual Production Shoots allowed with a maximum fifty (50) people following Health and Safety Protocols of DOLE, DOH and FDCP</p> <p>Travel is allowed to access work. Limited public transportation is available.</p> <p>Movement for leisure purposes is not allowed.</p> <p>Ban is implemented on mass gathering activities.</p> <p>Travel is</p>	<p>Film and Audiovisual Production Shoots allowed with a maximum of fifty (50) people following Health and Safety Protocols of DOLE, DOH and FDCP</p> <p>All persons shall be allowed out of their residences.</p> <p>Mass gatherings such as but not limited to movie screenings, concerts, sporting events, and other entertainment activities and assemblies shall</p>

⁷ Inter-Agency Task Force for the Management of Emerging Infectious Diseases Resolution No. 38
<https://www.officialgazette.gov.ph/downloads/2020/05may/20200522-IATF-RESOLUTION-NO-38.pdf>

	Film and audiovisual productions and activities are not allowed	<p>activities.</p> <p>Travel is restricted between regions.</p> <p>Shuttle service must be provided by the producer/employer</p> <p>Shared vehicles must have a cleaning protocol and follow transport guidelines for physical distancing measures.</p>	<p>restricted between regions.</p> <p>Shuttle service must be provided by the producer/employer</p> <p>Shared vehicles</p>	<p>be allowed provided that participants shall be limited to 50% of the venue's seating capacity.</p> <p>Road, rail, maritime, and aviation sectors of public transportation shall be allowed to operate at the capacity in accordance with DOTr guidelines.</p>
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C. Quarantine Facilities

- a. Stringent quarantine facilities are being used for travelers coming from a high-risk place of origin or lay-over, identified as areas with high level of community transmission according to the latest issuance of the WHO COVID-19 Situation Report, and travelers with symptoms when arriving in the Philippines. These people shall be under the supervision of the Bureau of Quarantine for the duration of the quarantine period.
- b. Mandatory quarantine facilities are being used for all other travelers who shall not be classified for Stringent quarantine. While in these facilities, they shall be under the supervision of the Overseas Workers Welfare Administration (OWWA) and Philippine Coast Guard (PCG).
- c. Travelers in either facility will be provided with three meals a day, and have other basic needs met, such as having prescription medicines delivered to them. There is no cost to travelers for accommodation or associated basic needs. Travelers may use online delivery services to purchase items at their own cost. Friends and family members may not visit or drop off items to travelers in these facilities.

D. Domestic travel after completing the Quarantine Period

- a. Upon release of COVID-19 test results and the corresponding Quarantine Certificate, the individuals will be able to leave the facility and travel to their final destination, provided they have a suitable travel plan in place.
- b. Travelers will be provided with appropriate supporting documents to travel to their final destination.
- c. Before leaving the facility, a final health check will be carried out confirming that the traveler:
 - i. Has a temperature not higher to 37.5 degrees Celsius.
 - ii. Has not tested positive for COVID-19 or is not a probable cause.
 - iii. Does not have symptoms of COVID-19
 - iv. Has a suitable travel plan.

ANNEX C. GUIDELINES DURING THE STAGES OF PRODUCTION

Annex C.1. PRE-PRODUCTION

A. Considerations Before Starting

- a. All projects must keep the minimum number of workers needed for the project on any site at any time. A regular crew base must be engaged instead of short-term crews for the duration of the project.
- b. All productions must have adequate measures to ensure the health and well-being of all involved while maintaining all other Health and Safety requirements.
- c. All physical distancing and hygiene measures must be achievable (e.g. space at site, sanitizing, and handwashing facilities available).
- d. All production sites (studio and locations) must have undertaken a deep clean before and after each shoot.
- e. Big crowd scenes requiring close physical contact must not be allowed.
- f. A production calendar must be created as agreed upon by the production heads with the necessary workers in every stage of production.
- g. For workspaces, the layout must allow for avoiding face to face desks, and 2 meters apart where possible. Engineered barriers are necessary where this separation is not applicable.

B. General Work Arrangement

- a. Pre-production meetings, technical meetings, and other prep work must be done online.
- b. Remote or online approvals must be observed.
- c. Should face to face interactions be required, the producer/employer must be responsible for the sanitation of the area and all other objects that will be used. The producer must also provide handwashing areas with adequate water and soap, hand sanitizers, tissues, and covered trash bins.
- d. Pre-production meetings must be scheduled within a reasonable amount of time before the shoot.
- e. The pre-production arrangements must be agreed on and disseminated immediately to facilitate proper preparations.
- f. A clear and realistic shoot schedule and shot list must be agreed upon and disseminated before the shoot day.
- g. All workers' COVID-19 health declaration forms must be submitted before the shoot, with those who reported to be experiencing flu-like symptoms being required to stay at home.
- h. Creative executions must comply with current health and safety requirements.
- i. Productions may consider sequestering cast and crew in hotels or appropriate lodging to control the environment and avoid bringing illness to and from the set.
- j. Workers who may effectively be able to work from home for prep, shoot, wrap must be identified before the shoot.
- k. All items in the general guidelines (masks, temperature checks, proper hygiene, and physical distancing) must be observed.

C. Casting/Auditions

- a. When possible, casting sessions and callbacks must be done remotely via online video conferencing platforms.
- b. Open calls where anyone can just report to the casting site must be discouraged. Individuals must have assigned window times of arrival.

- c. Should they be done face to face, auditions and callbacks must have a staggered schedule so that on-camera performers do not crowd in the same room, and physical distancing can still be observed.
- d. On-camera performers may be encouraged to wait in their cars, not in the waiting area of the casting facility. Waiting areas of the casting facility must be aided with visual cues for physical distancing (i.e., ground markers, barriers, etc.) as well as proper ventilation.
- e. Waiting areas must comply with the protocols for mass gatherings wherein only ten (10) people are allowed in an area for moderate-risk areas, and a maximum of fifty (50) people for low-risk areas.
- f. On-camera performers may check-in for attendance from outside via text or email.
- g. One dedicated personnel must sign all performers in and out.
- h. Audition sets must be treated as closed sets where only essential crew may be allowed.
- i. During in-person group auditions, on-camera performers must wear PPE (masks, gloves, etc.) and maintain physical distancing.
- j. When casting families, real families may be casted when possible so physical contact is kept within an existing family unit.
- k. Wardrobe specifications must be identified in the breakdowns so that on-camera performers may bring outfits that can be worn on the audition.
- l. On-camera performers must bring their own make-up and brushes, sample, or test wardrobe/props to avoid cross-contamination.
- m. Physical contact between cast during auditions or callbacks, i.e. for an intimate scene, etc. must not be allowed.
- n. If distributing hard copies of the scripts/sides, papers used after each reading must be disposed of.
- o. Strict implementation of general guidelines on venue sanitation, masks, physical distancing must be observed during face to face casting.

D. Location / Ocular Work

- a. Scouting must be done by the location manager or the team virtually as much as possible, carefully considering the number of locations that must be scouted in-person. Initial location proposals may come from stock and online sources.
- b. Size and space given the safety and health protocols must be given consideration when deciding among location options.
- c. While on location, conversations must be done outside as much as possible for better ventilation.
- d. Space and airflow must be maximized when designating areas for a shoot.
- e. Studio shoots are encouraged for control and security. The use of other private venues (private houses, clubhouses) may also be considered, as long as these are exclusive for the use of the production.
- f. Public venues such as streets, markets, malls, and the like are highly discouraged and must be avoided.
- g. Location managers must be understanding and supportive of production companies that have reservations and must fully understand the precautions being undertaken by the production company they are scouting for.
- h. Backup locations must be an option if a location pulls out or otherwise becomes unavailable.
- i. All locations must allow for proper air ventilation. There should be ample space for holding areas, foot traffic, and the proposed work zones.
- j. It is also suggested to shoot Day for Day and Night for Night to minimize equipment to be used.

- k. Permit applications must be submitted as early as possible in case of release of new regulations.
- l. It is recommended that the location owners or occupiers are not present during filming and only return after a final clean has been done.
- m. When filming in private homes, alternative lodging may be provided to the house occupants for the duration of the shoot including pets.
- n. Self-driving must be observed when possible during scouting.
- o. If carpooling, everyone must be in masks, gloves, etc. inside the vehicle and must keep physical distancing restrictions.
- p. Location managers may consider renting multiple vehicles to allow distance between seats.
- q. For on-location scouting, drivers must wipe down the vans (seats, handles, etc.) inside and out every time people exit the vehicle.
- r. Locations must be thoroughly sanitized before and after use.
- s. Disinfectants must be used carefully to avoid damage to the structures and furniture.
- t. Soap dispensers, preferably sensor activated, and hand dryers, etc. must be provided in locations when available.
- u. Washing stations must be provided when there is no access to running water.

Annex C.2. PRODUCTION OR PRINCIPAL PHOTOGRAPHY

A. General Working Arrangements

- a. Team sizes must be kept as small as possible. A skeleton workforce system must be utilized to limit the number of cast and crew on set.
- b. A maximum number of people on the production site must be limited to fifty (50) people and below.
- c. Productions must keep a record of who is in each team every day, as they may be required to track back for contact tracing.
- d. Producers must issue Production IDs to all personnel attending the shoot and must be required for entry. These must be displayed prominently during the entire duration of work.
- e. Appropriate posters/signages in the appropriate areas around the sites must be displayed.
- f. All guidelines and reminders must be posted around the site, including but not limited to bathrooms, make-up, wardrobe, dressing, and common areas.
- g. Wherever possible, alternating shifts must be observed to reduce the potential of exposure.
- h. The production sites may be separated into zones (or by other methods or systems) as much as possible to keep different teams/departments physically separated.
- i. An isolation area or space must be designated in the production site for workers who feel unwell or showing flu-like symptoms.
- j. The site layout should be designed to allow for unidirectional movement in aisles, corridors, or walkways as well as in high-traffic areas, such as elevators and stairs.
- k. Stairs should be used in preference to elevators. Where elevators must be used:
 1. Capacity must be lowered to reduce congestion and contact
 2. Touchpoints, doors, buttons, etc. must be regularly cleaned
- l. Ventilation must be increased in enclosed spaces.

B. General Hygiene

- a. A dress code must be enforced. Pants, closed shoes, and shirts are minimum requirements for workers.
- b. Each worker must sanitize their hands with hand sanitizer or soap and running water before entering onto the site.
- c. If soap and water are not available, alcohol-based hand sanitizers or sanitizing wipes must be provided. Antibacterial solutions must be placed on set and used throughout the shoot for all workers. Sanitizers are best if hands are not soiled.
- d. Hand sanitizing stations and/or handwashing stations, tissues, and covered trash bins must be provided throughout the set area and near entrances.
- e. Alcohol-based sanitizers are flammable, and workers must ensure that their hands are completely dry of all sanitizer before coming into contact with any heat or ignition sources.
- f. Workers must be reminded to respect people's personal space.
- g. Handshakes, hugs, and kisses are discouraged.
- h. Workers must practice coughing or sneezing into their elbows and using single-use tissues.
- i. Workers must be reminded to refrain from using or touching other people's phones or personal work tools.
- j. Any personal items brought to the site by workers must be kept separate from other workers' items.
- k. Individual PPE for workers must be kept separate from others and cleaned properly.

- l. Surfaces, equipment, and other elements of the work environment must be frequently cleaned and disinfected using alcohol-based sanitizing wipes.
- m. All eating and drinking utensils must be cleaned by the user or handled by a person who is adequately trained and wearing gloves. Paper towels must be accessible for drying of hands and must be disposed directly to a suitable trash bin which is regularly emptied.

C. Health And Medical Precautions

- a. An OSH-certified Health and Safety Officer must be present on set at all times.
- b. A Health and Safety Orientation must be conducted by the OSH officer before the grind. Periodic reminders must be announced by the Assistant Director or the assigned Production Assistant for hand washing, disinfecting, and proper respiratory etiquette. These must be announced during strategic hours of the principal photography (e.g. before and after lunch and other breaks, before and after rolling, after scene or production wrap, etc.).
- c. The OSH officer must check the temperature of all workers and ensure that all safety and health measures are enforced.
- d. 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.
- e. For multi-day shoots, a chart must be kept to monitor temperature changes in the workers.
- f. Anyone who registers a temperature of above 37.5 degrees Celsius standard temperature (indicating a fever), or has a cough or a cold or muscle pain, or has traveled within the last 14 days in high-risk areas, must be denied entry or sent home.
- g. Workers must self-monitor for signs or symptoms of illness and must immediately report to the officer in charge who must report to the producer/employer.
- h. Workers must wear the appropriate Personal Protective Equipment (PPE) for their specific responsibilities, including but not limited to gloves, goggles, face shields, masks that cover the nose and mouth, finger cots (suitable for finger-only touch points such as copier, microwave) which must be provided by the producer/employer.
- i. Replacement masks must be provided after 8 hours.
- j. Other additional Personal Protective Equipment (e.g. PPE suit) may be used at the worker's discretion and expenses.

D. External Interactions and Deliveries

- a. Only authorized member/s of the production must be allowed to receive supplies and deliveries.
- b. Interactions with external and delivery individuals must be kept as brief as possible.
- c. Delivery drivers must remain in their vehicles if the load will allow it and must wear gloves, wash or sanitize their hands before unloading goods and materials.
- d. Paperwork related to such must be emailed rather than handed over as much as possible.
- e. Wherever possible, items must be sanitized upon receipt, and before their departure.
- f. If unavoidable, personnel handling the items must wear gloves and wash hands before and after handling items.

E. Site Entry

- a. No visitors may be allowed on the site. Only workers involved in the project may enter any locations or work sites

- b. An official list of production workers indicating the zones they belong to must be provided to the personnel handling site entries before the shoot. Only those on the list must be allowed on-site.
- c. The Sign-In Form must be recorded and handled by one person when possible and must not be passed around.
- d. Staggered start and finish times for each activity must be observed whenever possible to reduce congestion and contact.
- e. Site access points must be monitored to ensure physical distancing. It may be needed to change the number of access points, increase them to minimize congestion or decrease them to facilitate better monitoring.
- f. Access points and entries must be free of unnecessary furniture and equipment to encourage physical distancing. Facilitating unidirectional foot traffic will also help.
- g. Thorough and frequent cleaning of entry systems that require skin contact like fingerprint scanners or keypads must be observed.
- h. A footbath mat must be placed at all entrances of the production site.
- i. All workers must be required to wash or clean their hands before entering and leaving the site. Distancing of no less than one meter between people waiting to enter the site must be observed.
- j. Disinfecting tents at the entrances may be installed but are not required.
- k. Common contact surfaces in reception, office, access control, and delivery areas, e.g. scanners, turnstiles, screens, telephone handsets, desks must be regularly and thoroughly cleaned especially during peak flow times.

F. Site Meetings

- a. A remote briefing may be done before arrival on-site via video conferencing or by phone. If an in-person briefing is required, reduce the number of people present and hold them outdoors wherever possible. If rooms will be used, the same should be well ventilated / windows opened to allow fresh air circulation.
- b. For physical meetings, only necessary meeting participants must attend.
- c. Attendees should be no less than one meter apart from each other wherever possible.
- d. Physical production meetings must be carried out with physical distancing of 1 meter. If possible, particularly if in a confined space, a ten-person limit is recommended. PPE must be available for use.

G. Close Contact Work

- a. All work must be planned to minimize contact between workers.
- b. For situations where it is not possible or safe for workers to distance themselves from each other by one meter:
 - 1. Those working in close contact space should stay in the same pairings or combinations for any close work.
 - 2. Members for the same team must be maintained.
 - 3. Work carried out in close contact space should be carried out using the appropriate PPE and / or adequate safe work measures.
- c. Reusable PPE should be thoroughly cleaned after use and not shared between workers.
- d. Single-use PPE should be disposed of so that it cannot be reused.

H. Site Installations

- a. For site installations like public exhibitions, the number of workers must be kept to a minimum and follow all PPE and guidelines in the locality.

- b. For public spaces, appropriate permits (location, health and safety, etc) must be secured.

I. Equipment

- a. Equipment used by workers must be cleaned at the end of each day.
- b. Tools and other shared equipment must be regularly cleaned/sanitized.
- c. Distribution of common equipment (i.e. radios) and/or paperwork may be done via a separate distribution desk on location with sanitizing equipment available before pick up.
- d. Radios, batteries, and similar accessories for replacement must be dropped off in a separate designated area isolated from clean radios. These must be sanitized before reuse and distribution.
- e. Special attention must be paid to the cleaning/sanitizing of microphones (in audio booths) and other equipment that will be in close contact with the on-camera performers.

J. Set Protocol

- a. Sets should be treated as closed sets, with essential workers on set only.
- b. The Assistant Director/s, Location, and OSH Officer must constantly monitor the number of people on set as well as entry/exit points.
- c. For enclosed shooting sets, regular aeration must be observed with open windows when possible. It is recommended that the crew are allowed time during the day to get fresh air.
- d. When working on location, all instructions from the Assistant Director and guidelines from the OSH Officer must be followed. If not required on set, workers must wait at their respective work zones until needed.

K. Toilet Facilities

- a. Toilets must be cleaned and have running water, soap, and tissue at all times. Maintenance personnel must be assigned to periodically disinfect and wipe down all surfaces and shared work areas.
- b. Physical distancing rules must apply in the use of shared facilities, including lining up to use toilets.
- c. If the numbers require it, additional facilities like multiple portalets may be installed.
- d. Hands must be washed and sanitized before and after using the facilities. Posters must be installed as an extra reminder.
- e. Enhanced cleaning practices for toilet facilities must be observed, particularly frequent cleaning of door handles, locks, toilet flushes, and sanitary bins.
- f. Enough suitable trash bins must be provided for single-use tissues with regular removal and disposal.

L. Catering Arrangements

- a. Hygiene Protocols
 - 1. If workers need to leave the production site for any reason, entry and exit procedures must be followed.
 - 2. As a general rule, on-set catering must adhere to government guidelines regarding food service. It is recommended that food to be served during the shoot be provided by a caterer that has safety certifications for safe food handling.
 - 3. All personnel handling food must be required to wear new and fresh masks and shields, gloves, and hairnets.

4. Any person handling food should thoroughly wash their hands before and after and wear gloves.
5. All meals must be served in individually packed single-serve containers and distributed in such a fashion as to avoid surface contamination and handling of shared utensils.
6. Utensils must be individually wrapped in plastic (or similar packaging).
7. When possible, disposable, ecologically friendly flatware, plates, and cups must be used.
8. A craft service table may be set up for food and drinks, like individually packed snacks. Sharing of food and utensils must be highly discouraged.
9. Handwashing facilities or hand sanitizers should be available at the entrance of any area where people eat and should be used by workers when entering and leaving the area.
10. Workers may be encouraged to bring their own pre-prepared meals and refillable drinking bottles, and utensils, and must be responsible for keeping them clean and sanitized.
11. Workers must sit a minimum of two meters apart while eating and avoid all contact.
12. Shared eating utensils, cups, etc. must not be used unless a dishwasher is available to clean them.
13. All individuals must be responsible for picking up their food and drinks and disposing of their trash after.
14. All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, and vending machines.
15. To minimize contact, access and use of coffee machines must be limited. Otherwise, the machine must be wiped down after each use with disinfecting wipes.

b. Physical Distancing

1. Lunch and other meal times may be staggered to reduce congestion and contact.
2. Self-service stations or buffet style catering must not be allowed.
3. Eating in communal areas is discouraged. It is best to eat in the individual work area, and all wastes must be disposed of properly.
4. If eating in individual work areas is not possible
 - i. Physical distancing must be maintained in dining areas—one worker per table and two (2) meter-distance per table.
 - ii. Dedicated eating areas should be identified on-site to reduce food waste and contamination.
 - iii. It is discouraged that workers engage in conversation with masks off during meal times.
 - iv. Tables and chairs should be thoroughly cleaned between each use.

M. Holding And Common Areas

- a. All common and holding areas for cast and crew must be set up outside whenever possible. If rooms will be used, the same should be well ventilated / windows opened to allow fresh air circulation, and windows and doors must be kept open when possible to increase ventilation.
- b. Seating must be arranged in such a fashion as to promote distancing and prescribed seating should minimize social interaction between departments.
- c. Priority must be given to ventilation of all interior spaces either through open windows or mechanical ventilation.
- d. Larger tents with portable A/C units may be considered.

N. Changing Facilities, Showers, and Drying Rooms

- a. To reduce congestion and contact, staggered start and finish times for these facilities must be observed.
- b. Enhanced cleaning of all facilities throughout the day and at the end of each day must be observed.
- c. If the numbers require it, increasing the number or size of these facilities may be considered.
- d. The number of people that can use the facilities at any one time must be established based on a distance of two meters between each individual.
- e. Enough trash bins must be provided in these facilities with regular removal and disposal.

O. Smoking

- a. Smoking or use of electronic cigarettes or vaping devices must be prohibited in workplaces and production sites as smoking/vaping increases the risk of COVID-19 transmission.
- b. If smoking/vaping is absolutely unavoidable, smokers/vapers must use outdoor, designated areas outside of workplaces and production sites and must remain compliant with Executive Order No. 26, s. 2017 *Providing for the Establishment of Smoke-free Environments in Public and Enclosed Spaces*. Cigarette butts must be placed in designated receptacles and hands must be washed/sanitized before and after smoking.
- c. The designated areas must ensure that smoke or vapor produced will not go into another person's breathing zone or at least three (3) meters from another person.

Annex C.3. POST-PRODUCTION

A. General Working Arrangements

- a. Post-production workers must be aware of and oriented before reporting back to work, including the correct use of PPE.
- b. Post-production workers must work remotely as much as possible.
- c. Post-production / interdepartmental meetings must be done online.
- d. Physical meetings must be carried out with physical distancing of one (1) meter per individual. If possible and particularly if in a confined space, a ten-person limit is recommended. PPE should be available for those who will be using it.
- e. Physical distancing of two (2) meters wherever possible between workstations must be implemented in the workplace.
- f. Office workers may be split into smaller workgroup zones if applicable.
- g. Designated officers must be in charge of keeping records for contact tracing purposes, as well as ensuring that PPE and hand/workspace/equipment sanitizer requirements are provided for each department. For larger productions, a specific Post-production Role may need to be created to document, administer, and track the same.
- h. Designated officers in charge of collecting and sorting Declaration Forms and other personal data should be adequately briefed on the Privacy Act and the need for confidentiality and secure storage of such info.
- i. Any worker who feels unwell must not come to work and if they become unwell at work, they must go home.
- j. If a worker displays any of the symptoms of COVID-19, the OSH must be notified. All workers that he/she has had contact with must be identified.
- k. If a person or persons are confirmed for COVID-19, the closure of the workplace must be undertaken. This decision must be made on DOH guidelines based on information on the extent of the exposure.
- l. Workers arriving at the workplace or post production facility must wash/sanitize their hands upon arrival and before touching any surfaces.
- m. A strict personal hygiene and hand washing/sanitizing regime must be observed.
- n. Personal workstations must be cleaned/sanitized each day.
- o. PPE (gloves and masks) must be available for those who either require or wish to use them.

B. Work Space Hygiene & Office Protocols

- a. Hand sanitizing stations must be readily available at the workplace/post-production facility.
- b. Workspace layout must be considered to avoid face to face desks, and keep desks 2 meters apart where possible. Engineered barriers may be necessary where this separation is not possible.
- c. Laptop/screen/equipment cleaning products must be readily available in the workspace. Computer terminals and phones must be regularly cleaned.
- d. Office equipment must be used only by one person as much as possible (i.e., laptops, printers, scanners, stationery, etc.). Otherwise, appropriate PPE must be provided for shared equipment.
- e. Common work surfaces must be cleaned regularly including door handles, shared photocopiers, taps, light switches, and the like. Floors must be mopped at the end of each day.
- f. A cleaning record of rooms, surfaces, and equipment must be maintained.
- g. PPE (gloves, masks) must be provided as needed.
- h. Rooms must be well ventilated and windows must be opened to allow fresh air circulation.
- i. Air conditioning must be put in a fresh air setting, not on recirculation.

- j. Stairs must be used in preference to elevators.
- k. No visitors may be allowed in the workplace. Only workers involved in the project may enter any locations in the workplace.
- l. A specific delivery spot must be designated for each section. Unless impractical, all deliveries must be designated at the gate/door of the workplace only.

C. Site Entry

- a. All crew must sign-in when arriving and sign-out when departing the post production facility and/or workplace.
- b. The sign-in process must be contactless if possible. Contactless points of entry into the workplace are recommended.
- c. All entry and exit points must be controlled and monitored.
- d. All workers must keep a log of non-worksite locations (e.g. stores.) and interactions (meeting suppliers, location owners, etc.) that they may have had during working hours.
- e. All workers are recommended to keep a note of their interactions outside of work hours (while on a job).

D. Kitchen & Catering

- a. Meal times must be staggered where possible and physical distancing measures must be observed.
- b. No open snacks, fruit, or food must be shared. Workers may be encouraged to bring their own pre-prepared meals. Where appropriate, the producer/employer may consider providing a subsidy for workers who are required to bring their own lunch.
- c. All communal cutlery and utensils must be sterilized after each use.
- d. Single-use cutlery and utensils may be used if sterilization is not possible.

E. Toilets and Showers

- a. Physical distancing rules must apply to the use of shared facilities, including bathrooms and showers.
- b. Sanitizing stations must be available outside of communal facilities (i.e. toilets or portalets).
- c. If the numbers require it, additional facilities may be installed.
- d. Hygiene posters and signages must be visible in shared spaces like kitchens, toilets, entrances, and exits.

F. Interaction with Other Departments, External Vendors, and Suppliers

- a. Workers must keep within their own work zones as much as possible.
- b. External interactions with other divisions, crew, and the public must follow physical distancing protocols.
- c. As much as possible, handing out of physical paperwork unless essential must be avoided.
- d. Each team must have a designated officer as a contact between departmental zones.
- e. Workers must keep a daily log of their interactions with external vendors/suppliers.
- f. All Declaration, Health and Safety, and Registration Forms must be collected digitally. Otherwise, these must be noted down by a designated officer.

G. Meetings

- a. Interdepartmental meetings must be done remotely or on digital platforms as much as possible. Otherwise, meetings must be held in open areas.
- b. Physical distancing must be maintained on essential interdepartmental meetings and work (i.e., wardrobe fittings, pre-production meetings, tech recces, etc.). PPE must be worn, especially when dealing with external contacts.

- c. If attended by multiple people, post-production approval sessions must be kept to a minimum and anyone who can reasonably participate remotely must do so. The size of the space and the time required to be spent in the room must be considered. Regular breaks and open doors/windows must also be considered.

H. Travel

- a. No communal travel must be done by workers. Where this is not possible, physical distancing must be adhered to, and vehicles must be cleaned before and after use.
- b. Vehicles must have open windows while travelling as much as possible.
- c. Workers who travel together must always be part of the same work zone.
- d. A passenger log must be kept for shared vehicles.
- e. Shared vehicles must not be used outside of work purposes.

I. Cast and Voice Performers

- a. Information on COVID-19 and health and safety guidelines must be distributed to the cast and voice performers before they arrive at the post production facility.
- b. All cast and voice performers must wash/sanitize hands on arrival at location/studio or post production facility.
- c. Whenever possible, a specific area must be set up for the cast and voice performers with physical distancing observed.

Annex D. GUIDANCE ON COVID-19 HEALTH DECLARATIONS

The COVID-19 Health Declaration Form must be accomplished by all 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 Occupational Safety and Health Act, 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 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

- a. All workers engaged permanently or casually who are or may be entering any site or premises in relation to the project
- b. 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

- a. 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.
- b. The information being collected will be specifically for the purpose of assisting in the management of production's Health and Safety protocols current 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.

Annex E. REMINDERS FOR PREPARING AND SETTING UP WORKPLACES UNDER COVID-19

- A. Producers/Employers must consider the current Community Quarantine condition of the area where the workplace or production site is located before setting up or returning to operations.
- B. Producers/Employers must determine workers who need to work from the office, and those who may work from home for all or some of their duties and discuss these options with those involved. Workers working from home is a practical step towards eliminating and minimizing the risks.
- C. The following must be considered when setting up workplaces or production sites for operation under the different Community Quarantine conditions:
 - 1. The number of personnel required at various stages of the project.
 - 2. The provision of adequate hygiene facilities e.g. hand washing facilities, sanitizing stations.
 - 3. The shared and common areas and if the measures in place are sufficient to deal with possible surface contamination like in the kitchens, photocopiers, and supply cupboards.
 - 4. Fog sanitizing the areas before use. This may be a one-off or a regular requirement depending on other factors such as the number of persons using it and/or coming and going from the space.
 - 5. The workspaces that require daily or potentially more frequent sanitizing.
 - 6. The placement of adequate signage and/or posters promoting best practices and processes.
 - 7. Establishment of adequate processes in place to control persons entering the office/building like couriers, suppliers, and placement of proper signage to explain what they need to do.
 - 8. The office configuration that will allow for the recommended physical distancing under the Community Quarantine conditions. This includes the distance between personnel when seated at their workstation and when accessing their workstation.
 - 9. The placement of doors between offices or dividers between workstations. Automatic sliding doors may be considered for some doors especially if particular offices are visited regularly by workers.
 - 10. Full engagement with workers to ensure that the implemented measures are suitable and realistic for all workspaces.

Annex F. GUIDANCE ON COVID-19 PHYSICAL AND MENTAL HEALTH AND WELL-BEING

Pursuant to Republic Act 11058⁸ and the DOLE Department Order No. 28⁹, employers have the responsibility to ensure the physical safety of workers and also craft mental health policies which are integral parts of occupational safety and health (OSH).

A. It must be emphasized to all workers to observe the following actions to stay healthy and active:

- a. Eat nutritious and well-cooked food.
- b. Drink plenty of fluids and avoid alcoholic beverages.
- c. Increase the body's resistance by having adequate rest and at least eight (8) hours of sleep.
- d. Exercise regularly.

B. Regarding Hours of Work, the following working hours must be strictly enforced¹⁰:

- a. For production sites, a maximum of up to 14 hours
- b. For workplaces and offices (e.g. post-production houses and animation studios), a maximum of up to 12 hours

A 12-hour turnaround time for all must be observed to allow for workers to have ample time to rest and recoup mentally and for proper sanitation to be done between call times.

C. The method of how the producer/employer promotes mental health must be included in their COVID-19 Safety Plan as workers have a significant risk of experiencing distress during a pandemic due to uncertainty on production security, financial status, and the overall pandemic situation.

D. Referrals to mental health professionals must be provided for workers needing counseling or presenting with mental health concerns.

E. The following are other considerations and techniques for producers/employers to support their own and other's mental health and well-being within a production as individuals at all levels of production are at risk of experiencing distress.

- a. If workers are working from home, they may feel additional pressure from the added distraction of household members and chores. Workers tend to overwork, especially if there is a tight deadline or a large amount of work to do. Remind workers to take breaks from work so they don't become over-tired as this is harmful to mental health.
- b. Keeping active will help. If gym facilities aren't open, workers could be encouraged for walks, runs, yoga or workouts at home.
- c. It is important to reach out. Encourage workers to stay connected with your family, friends, and colleagues from the industry.

⁸ Republic Act 11058 *An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof* <https://www.officialgazette.gov.ph/downloads/2018/08aug/20180817-RA-11058-RRD.pdf>

⁹ DOLE Department Order No. 28, S. 2020 *Guidelines for the Implementation of Mental Health Workplace Policies and Programs for the Private Sector*

https://www.dole.gov.ph/php_assets/uploads/2020/07/DO-208-20-Guidelines-for-the-Implementation-of-Mental-Health-Workplace-Policies-and-Programs-for-the-Private-Sector.pdf

¹⁰ In line with the COVID-19 pandemic, the working hours shall be adapted from a maximum of 16 hours (pursuant to FDCP-DOLE JMC No. 1) to 14 hours. This shall apply for the whole duration of the protocol implementation.

- d. Producers/Employers should keep in touch with their workers who may be required to stay at home and self-isolate.
- e. Ensure that workers are aware that they can safely report if they are unwell or have been classed as confirmed, probable, or a suspected case in a supportive work environment free of discrimination and harassment.
- f. Workers must be provided with the correct information about COVID-19 to remove any assumptions, stigma, or discrimination associated with them becoming unwell.
- g. Producers/Employers must only get information and posters on physical and mental health safety from trusted sources such as Safe Filming Program, Bureau of Working Conditions, Department of Health, or the World Health Organization.
- h. OSH Officers must be available to support workers on-set or to refer to appropriate services if required or requested.
- i. Workers may be allowed to be flexible around work schedules wherever possible especially if they might be affected by other household members' work schedules, or they may be caring for an at-risk person.
- j. Should there be concerns about workers' mental health, well-being, and coping, it is important to encourage them to talk to a health professional.

Annex G. GUIDANCE ON COVID-19 TESTING AND REFERRAL FOR SYMPTOMATIC WORKERS

- A. The IATF-EID Omnibus Guidelines for Community Quarantine recommends that testing of all returning workers is not a requirement precedent to his or her return. Furthermore, the DOH emphasizes that implementing non-pharmaceutical interventions and other minimum health standards in the workplace is of paramount importance, as stated in the DTI and DOLE Joint Interim Guidelines on Workplace Prevention and Control of COVID-19.
- B. The DOH also underscores that screening of returning workers shall be based on symptoms and/or exposure.
- C. Producers may test workers for COVID-19. 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:
1. **DOH Department Memorandum No. 2020-0180¹¹**: Revised Interim Guidelines on Expanded Testing for COVID-19, April 16, 2020
 2. **DOH Administrative Order No. 2020-0014¹²**: Guidelines in Securing a License to Operate a COVID-19 Testing Laboratory in the Philippines, April 7, 2020
 3. **DOH Department Memorandum No. 2020-0220¹³**: Interim Guidelines on the Return-to-Work, May 11, 2020
- D. 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.
- E. 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
1. If found positive, all close contacts of returning employees and workers shall be isolated and tested accordingly, as stated in DOH DM 2020-0180
 2. Employers shall report results to DOH
- F. 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.
1. 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.

¹¹ DOH Department Memorandum No. 2020-018

<https://www.doh.gov.ph/sites/default/files/health-update/dm2020-0180.pdf>

¹² DOH Administrative Order No. 2020-014

<https://hfsrb.doh.gov.ph/wp-content/uploads/2020/04/ao2020-0014.pdf>

¹³ DOH Department Memorandum No. 2020-0220

<https://www.doh.gov.ph/sites/default/files/health-update/dm2020-0220.pdf>

2. 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/RDTRreportingForm.

G. A Production Policy on COVID-19 testing must be formulated and agreed upon by employers and workers in conformity with the DOH protocols.

H. 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 <i>plus any of the two:</i> (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. 2020-0178¹⁴** *Interim Guidelines on Health Care Provider Networks during COVID-19 Pandemic*.

¹⁴ DOH Department Memorandum No. 2020-0178
<https://www.doh.gov.ph/sites/default/files/health-update/dm2020-0178.pdf>

Annex H GENERAL COVID-19 GUIDELINES

Annex H.1. GENERAL COVID-19 GUIDELINES FOR ALL WORKERS

A. Before Work

- a. All workers must fill out and provide COVID-19 Health Declaration Forms. 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.
- b. 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.
- c. Workers must also consider if they are in regular close contact with individuals with serious health conditions or compromised immunities before accepting work that requires them to physically report at the workplace or production site.
- d. Workers must also maintain high hygiene practices away from work. Whenever possible, DOH's physical distancing guidelines must be followed.
- e. 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.
- f. Workers charged with collecting and sorting Declarations and other personal data must be adequately briefed on the Privacy Act and the need for confidentiality and secure storage of such information.
- g. COVID-19 information and health and safety guidelines must be distributed to all workers before their arrival on the production site or workplace.

B. Health and Safety Orientation and Sanitation

- a. A Health and Safety Orientation must be conducted by the OSH officer before the grind. Periodic reminders must be announced by the Assistant Director or the assigned Production Assistant for hand washing, disinfecting, and proper respiratory etiquette. These must be announced during strategic hours of the principal photography (e.g., before and after lunch and other breaks, before and after rolling, after scene or production wrap, etc.).
- b. Hands must be washed and sanitized regularly, particularly when entering or exiting a workplace or production site.
- c. Coughing or sneezing must be done into the elbow.
- d. Workers must ensure that they have or are given access to all necessary PPE and hand/equipment/workspace sanitizers or cleaning products.
- e. Workers must not touch other department's equipment.

C. Contact Tracing

- a. Workers must adhere to the production's strict sign-in/sign-out procedures.
- b. Workers must take note of or record who they see and where they go outside of work.
- c. Team sizes must be kept as small as possible.
- d. Individual work stations must be identified and workers must limit any interactions between other departments, suppliers, or other work zones who may be in the same location.
- e. Splitting shifts and/or creating separated work zones among workers or departments may be considered.
- f. Work from home must be done whenever possible.

D. Controlled, Uncontrolled or Close Contact Space:

- a. In a Controlled Space, the minimum separation is no less than 1 meter between people whenever possible.
- b. In an Uncontrolled Space where workers would need to interact with other persons (public spaces and shops, etc.), the minimum separation must be 2 meters between people because these spaces are outside of the production zone.
- c. A Close Contact Space involves close personal contact that results in workers not being able to maintain at least 1-meter physical distancing such as hair and make-up artist activities and intimate scenes for on-camera performers. Close Contact Spaces must follow specific protocols from this Order. Workers must make sure to engage in discussion with the production and other relevant departments about these situations to make sure that recommendations are adhered to.

ANNEX H. 2. GENERAL COVID-19 GUIDELINES FOR DEPARTMENTS

These are minimum recommended guidelines that will support departments in proper planning so that each worker will be aware of how to perform their tasks in line with the health and safety standards in the workplace or production site.

Producers/Employers may employ additional stringent control measures depending on the nature of their production.

A. ASSISTANT DIRECTOR / DIRECTOR / SCRIPT CONTINUITY SUPERVISOR

Those with coordinating senior roles in a production are at risk of exposure to COVID-19 given that they have interactions with a wide variety of departments, workers, and equipment. In considering their operations, producers/employers must consider the following control measures in preparing a COVID-19 mitigation plan to ensure that risks are eliminated or minimized as much as possible for these roles:

- a. The director must be briefed on the logistical effects of implementing COVID-19 safety measures and the resulting limited capacity for last-minute changes.
- b. Call sheets and other production paperwork are recommended to be distributed digitally.
- c. Call sheets must contain key COVID-19 information and pertinent contact details.
- d. The Assistant Director must include COVID-19 mitigation practices in all daily safety orientation briefings.
- e. As much as possible, the Assistant Director should be the only crew member permitted to travel the set, costume, and makeup areas for coordination.
- f. The Script Continuity Supervisor must limit his/her interactions to the on-set zone only.
- g. Productions Assistants must limit their interactions to the off-set zone only.
- h. Key individuals who require communication may be given personal communication units (e.g. radios, headphones, etc.).
- i. Those with communication units must change their own batteries.
- j. Communication boxes must be sanitized upon delivery and before return.

B. VIDEO VILLAGE

By their nature, productions involve numerous persons interacting in a designated area, which may create issues with maintaining physical distancing and hygiene control measures. The following controls must be considered as part of a COVID-19 mitigation plan:

- a. The video village must be set up outside as much as possible. If rooms will be used, the same should be well ventilated / windows opened to allow fresh air circulation
- b. Additional monitors may be set up to allow for physical distancing.
- c. Each person that needs to view the scene may be provided separate monitors that are distanced 2 meters apart.
- d. Chairs must be disinfected before and after people sit down.
- e. The use of plastic chairs is recommended as they are easier to disinfect.

C. CAMERA, GRIP, AND LIGHTING

The work undertaken by camera and lighting department workers involves handling of shared equipment and close contact work. In order to mitigate against these risks, Producers/Employers must consider implementing the following controls as part of their COVID-19 mitigation plan:

- a. A 1-meter distance from the cast to the other crew (DOP, grips, lighting crew) must be adhered to.
- b. The zone around the camera is a close contact zone and must be created with no more than three (3) persons within the zone at any given time.
- a. The grip crew may be split into smaller workgroups and zones where possible (e.g. main unit vs. 2nd unit, or off-set vs. on-set team).
- b. On-set and off-set zones must be maintained whenever possible.
- c. The sound and grip departments must be consulted in advance if they need to plug in or require additional equipment to go on camera.
- d. Only the workers from the camera, grip, and lighting departments may handle their own equipment. As much as possible, equipment must not be shared.
- e. PPE (gloves, masks, face shields) must be made available for use.
- f. Hand sanitizing stations must be readily available at the production office/site/grip truck.
- g. The crew must be trained in appropriate equipment cleaning/sanitizing, particularly for delicate and wireless electrical equipment like drones, remote heads, etc.
- h. Workers must disinfect gear during breaks in the activities.
- i. Color-coding of equipment may be done with tape or stickers to identify when equipment has been cleaned and is ready for next use.
- j. Personal equipment must be wiped down upon arrival and before departure each day.
- k. More gear may be required (e.g. apple boxes and stands) to ensure that people don't pass or share equipment.
- l. Using a clapperboard must only be done where physical distancing is achievable.
- m. Digital notes/sheets may be used instead of hand-written ones.
- n. For enclosed production sets, regular ventilation must be ensured with open windows when possible. It is recommended that workers be allowed time during the production day to get fresh air.
- o. The workers doing pick-up of equipment must handle cases with gloves and cases must be wiped down before loading into the vehicle.
- p. A designated person may be assigned who is dedicated to maintaining hygiene practices with the equipment leaving and arriving back at the truck or warehouse for larger productions.
- q. A sanitizing fogging machine may be considered to sanitize trucks/vans to avoid additional time/crew resourcing to individually clean/spray equipment.
- r. Regular ventilation of the grip truck must be observed with open windows when possible.
- s. Air-conditioning in the grip truck must be run on a fresh air setting, not on recirculation.
- t. Only the approved grip crew must be allowed access for gear storage areas like at the studio or warehouse or other long-term locations.

D. SOUND¹⁵

Workers in the sound department are required to encroach on physical distancing requirements in order to undertake their work. Because of this, a variety of options for managing these risks must be implemented as part of the COVID-19 mitigation plan, including the following:

- a. The workers in the sound department (i.e. sound recordist/sound mixer/sound department head) must be included in the pre-production stage.
- b. Locations that are quiet and conducive to clear and good sound recording must be prioritized.
- c. PPE must be worn for the duration of person-to-person contact.
- d. All equipment hand-overs must be contactless.
- e. Color-coding of equipment may be done with tape or stickers to identify when equipment has been cleaned and is ready for next use.
- f. Equipment must be disinfected before and after each use.
- g. Boom-only audio must be utilized whenever possible.
- h. Some multi-talent scripts may require a second Boom Operator.
- i. Should lavalier microphones be necessary, production should follow a 1:1 ratio of lavalier set to actor. This means the number of wireless lavalier sets required is dictated by the number of actors with speaking lines called for the work day.
- j. There should be no sharing of lavalier microphones at any point.
- k. Microphones must be labeled with the name of the user.
- l. There must be enough mounting tapes, expendables, etc. for the application of microphones to keep them fresh and sanitary for each use.
- m. Mounting components that cannot be thoroughly cleaned must be replaced.
- n. The script, lines/dialogue, and characters with lines for any given scene must be submitted ahead of time (e.g. 5 days before the shooting day) to ensure that the necessary number of wireless lavalier sets and sound personnel are allocated.
- o. Appropriate handling procedures must be developed by each production/post-production for workers handling cards and rushes.
- p. A dedicated wireless/radio frequency coordinator (ideally the production recordist/sound mixer/sound department head) must be present on set to coordinate the frequencies. If possible, these frequencies may be assigned and set before the shoot.
- q. Timecode boxes and wireless hops for camera crew must be prepped, labelled, packed, and sealed with batteries and cables, etc.
- r. All timecode equipment, including the slate, must be sanitized before installation.
- s. Directors, script supervisors, and any person that needs to monitor the production mix must bring their own personal headphones for use.
- t. Disinfection of communication headsets must be done before and after every shoot. Furthermore, the crew may be requested to bring their own headphones or ear cup covers for additional protection.
- u. To minimize human contact, sound files may be transferred via online transfer protocols.

¹⁵ Adopted with modifications from the Inter-Guild Alliance Protocols (As of 18 May 2020) Principal Photography Guidelines Section 14 on Sound.

E. HAIR AND MAKEUP

The hair and makeup department involves close contact work. In preparing a COVID-19 mitigation plan, Producers/Employers must consider the following controls to ensure health and safety for the workers:

- a. Hair and makeup teams must be in a separate zone that will be closed off to other non-essential workers.
- b. Hair and Makeup stations must be kept a minimum of two (2) meters apart.
- c. Close contact related tasks in a close contact zone must be limited to 3 people.
- d. PPE (face shields, mask) must be worn by the hair and make-up artists for the duration of person-to-person contact.
- e. A hygiene station must be provided near the entrance of the makeup area.
- f. Actors and makeup artists must wash their hands with soap before and after sessions.
- g. The application time for makeup or prosthetics must be minimized as much as possible.
- h. Considering that they will be used directly on an on-camera performer, any sanitizer used on makeup tools and equipment must be fit for purpose.
- i. Makeup applicators, towels, hair wraps and removal supplies must be single-use only and disposed of properly.
- j. Disposable makeup kits and brushes must be used and disposed of after each application.
- k. Reusable equipment must be washed and sanitized between use.
- l. Used equipment must be placed in a lidded container until they can be cleaned.
- m. Personal toiletry bags may be provided for makeup removal by the on-camera performers.
- n. Supplies must only be handled by the hair and makeup department, and ideally, by only one person within the hair and makeup department.
- o. Wigs and hair extensions must be covered overnight, cleaned and disinfected before being used by the on-camera performers. They may only be handled by the person applying and removing them.
- p. Hair and makeup for secondary/back up on-camera performers may be avoided to reduce person-to-person contact.
- q. Extras must be required to arrive with their own hair and makeup done, and with their own basic personal makeup supplies.
- r. Bringing of any additional items into the makeup area (including the consumption of food) must be prohibited.
- s. Continuity notes and photographs are recommended to be shared digitally.
- t. On-camera performers may have separate arrival times to allow for adequate cleaning of any tools, equipment or furniture as required.
- u. Makeup chairs must be wiped down with disinfectant wipes between uses by different on-camera performers.
- v. All surfaces and interiors must be sprayed with disinfectant at regular intervals especially when in use.

F. WARDROBE/COSTUME

There are a number of physical distancing challenges and common touch points between numerous people in a costume department carrying out their work. It is important that these risks are minimized as much as possible. In developing a COVID-19 mitigation plan, the following controls must be considered:

- a. Wardrobe meetings must be done remotely or on digital platforms as much as possible.
- b. Wardrobe planning must be done ahead of shopping and pulling out from clothing suppliers or retail stores.
- c. Workers must use PPE when looking through garments from clothing suppliers and retail stores.
- d. Booking of on-camera performers must be made as early as possible to get their sizes ahead of time.
- e. Additional time must be provided after casting to allow for online purchases / delivery and separate individual fittings.
- f. Physical distancing must be maintained on necessary meetings and work (e.g. costume fitting). PPE must be worn especially in close contact tasks.
- g. In-person fittings must be done with only one on-camera performer and one stylist / designer per office / fitting room. They must wash their hands before and after fitting.
- h. High-touch surfaces must be cleaned and sanitized in between fittings.
- i. Costumes and outfits must be bagged up individually per performer.
- j. Production requirements must be factored in when establishing dressing areas.
- k. All pieces of wardrobe that will be used must have undergone deep cleaning before and after the shoots.
- l. Hand washing/sanitizing facilities must be provided at the entrance of all dressing areas.
- m. Regular ventilation through open windows must be observed in dressing areas.
- n. A designated worker may be assigned specifically to ensure frequent cleaning/sanitizing of dressing areas.
- o. Only the wardrobe department may touch clothing and other wardrobe elements until it's decided what the on-camera performer will put on.
- p. Steaming or anti-bacterial spray may be used to disinfect outfits.
- q. When feasible, on-camera performers must arrive in their wardrobe.
- r. Jewelry and glasses must be disinfected in between use.
- s. Outfits, robes, and towels must be cleaned at the end of each day if used.
- t. Costume pieces must not be shared as much as possible, including for stunts, unless they are washed and dried (or otherwise sufficiently cleaned) between uses by different on-camera performers.

G. ART

The art department's work involves a large number of common touch points, shared equipment, and working in close contact with others. This may include construction, special effects, armory, and even animal wrangling. In order to control these risks, the following control measures must be considered as part of the COVID-19 mitigation plan:

- a. The set design and other related details must be discussed and approved virtually or online.
- b. All art department workers must be trained in appropriate equipment cleaning/sanitizing, particularly for delicate and electrical equipment.
- c. Meetings, designs, and checks must be coursed through the Production Designer who will also enforce the health and sanitation protocols in the design team.
- d. Only approved art department workers must be allowed access to workshop and props storage areas.

- e. The number of workers performing tasks within a specific work zone must be limited to ten (10) people only.
- f. A preparation team may be designated to act as a separate unit to the on-set unit when needed.
- g. The allocated work zones must have enough room to adhere to physical distancing guidelines.
- h. Adequate airflow/ventilation for studio/indoor spaces must be maintained.
- i. Additional time must be allowed for cleaning of sets and props.
- j. Purchases must be planned and listed in advance to minimize needed trips to stores for supplies.
- k. Goods must be disinfected in the prop store when necessary.
- l. High-touch set surfaces must be sanitized before use and in between takes.
- m. Handling of art department objects by the art department workers and on-camera performers must be minimized. In the case of shared props, performers must wash their hands between each use.
- n. On-camera performers must handle hand-held props out of a sanitized bag and return the prop to the same bag or another bag when finished.
- o. Each must be provided with their own supply of disinfectant and hand sanitizer.
- p. Props from the box/sealed container must be sanitized before use.
- q. Props must also be thoroughly cleaned before and in between takes.
- r. Props must be disinfected prior to being sealed.
- s. Color-coding of equipment may be done with tape or stickers to identify when equipment has been cleaned and is ready for next use.
- t. Props to be used for product consumption shots must undergo a thorough cleaning and proper disposal.
- u. A record of props used must be maintained for the purposes of contact tracing if there is an infection.

H. POST PRODUCTION¹⁶

Post-production workers include but are not limited to editors, colorists, score composers, sound designers, composite artists, dubbers/voice-over talents, recording artists, or anyone required in the post-production process. For the post-production process, Producers/Employers must commit to the sanitation and disinfection rules mandated by the Department of Health in the maintenance of their workspaces.

- a. All workstations and suites must be disinfected thoroughly before and after a work session.
- b. A work-from-home arrangement with workers in post-production must be prioritized.
- c. All workers involved in the post-production process (e.g. post-production assistants, drivers, office employees) must duly accomplish a Health Declaration Form.
- d. Post-production must be included in the pre-production planning to set a timetable and workflow that will be mutually agreed upon by all parties involved. Post-production timetables must be agreed upon in advance by the producer, director, post-production house operator, editor and post-production supervisor. This agreement may be in the form of a post calendar where preview schedules, deadlines of deliverables, and the like are specified in

¹⁶ Adopted with modifications from the Inter-Guild Alliance Protocols (As of 18 May 2020) Post Production Guidelines.

advance. Any changes in the timetable must be consulted to all parties involved mutually agreed upon.

- e. Post-production workers must work no more than 12 hours a day on a project, with a 12-hour turnaround time. Curfew hours must also be considered for community quarantine areas.
- f. Post-production workers and other individuals involved in the process must make consolidated efforts to address potential piracy, as well as other eventual online communication and technical concerns.
- g. Post-production workers who will be working on-site i.e. on location during production must be included in the applicable protocols for principal photography.
- h. Workers required to report in the workplace or production site must be accorded with the appropriate means of transportation to the location, especially for community quarantine areas where public transport is limited.
- i. It is recommended that drivers transporting any production-generated materials to post-production workers or the post-production house remain the same for the duration of the project. This is to allow for easier contact tracing and to safeguard against piracy.
- j. Third party courier services must be discouraged. If third party couriers are needed, deliveries must be made by authorized personnel who will sign a waiver to ensure protection from piracy.
- k. Bare hard drives must not be used. All drives should be in appropriate protective enclosures (e.g. hard plastic, disposable bubble-wrap, etc).
- l. Hard drives delivered must be disinfected using appropriate methods.
- m. All documents generated by the production (e.g. sound report, camera report, script continuity sheets etc.) must be sent by email to the assistant editor.
- n. For preparatory work, only proxy materials with burned-in violators (text overlays on image) must be prepared for editors working from home to combat piracy.
- o. It is recommended that prominent violators be placed on the image area of every shot indicating the following information:
 - Project name;
 - Post-production house;
 - Complete name of the Editor; and
 - Complete name of Assistant Editor.
- p. It is recommended that the post-production house or independent digital imaging technician (DIT) prepare a Non-Disclosure Agreement (NDA) between them and the post production team, with sanctions indicated in the said agreement for violations.
- q. For offline editing, previews of dailies, edits and revisions must be done online via secure or private networks such as Vimeo, FTP, etc. To avoid piracy, these uploads must be password protected, non-downloadable, and must expire after a few days.
- r. It is recommended that prominent violators be placed on the image area of the entire video indicating the following:
 - Project name;
 - Full name of the recipient; and
 - Date of export.
- s. There must be no sharing of links. If there are multiple recipients, each will be given their own link indicating unique violators.
- t. The account must be under the control of the producers or post house.
- u. For presenting cuts and final edits with clients, interlocks or viewing or sit-down sessions must have limits on the maximum number of people

working in a space depending on the size of the space to comply with social distancing rules.

- v. For the finishing process (grading, VFX, sound design, online editing etc.), post-production staff may be required to work on premises due to monitor and speaker set-up calibrations specific to the theatrical experience.
- w. If the client chooses to pursue a fully digital and remote finishing process, the post-production must undertake the due diligence of explaining the technological limits of the clients' monitor and/or speaker set-up. In return, the client must acknowledge that disparities in theatrical or other distributions may arise due to the nature of remote viewing.
- x. The post-production house operators must set the number of attending people for finishing interlocks depending on the size of the space since rooms are usually small, enclosed, and or in air-conditioned places.
- y. It is recommended that only key representatives from each relevant client or department must be allowed to be physically present. For example:
 - Director for editing sessions;
 - VFX supervisor for VFX previews;
 - Director of Photography for color-grading; and
 - One more representative (Producer or Post Production Supervisor)
- z. Post-production house operators are recommended to limit movements to and from the post-production house for the safety of post-production workers.

I. TRANSPORT

Transport services have the potential to involve an encroachment on physical distancing requirements and potential to compromise hygiene protocols due to space restrictions in vehicles. To ensure these risks are eliminated or minimized, producers/employers must consider a variety of the following options as part of the COVID-19 mitigation plan:

- a. Workers required to travel in vehicles must travel separately as much as possible. Otherwise, the production's safety plan must reflect the DOTr's current position for traveling in vehicles for work as specified in the omnibus public transport protocols and guidelines¹⁷. This includes travel to and from work sites, traveling between work sites, and traveling as part of your work activities.
 - i. If traveling on public transport, workers must follow the distancing guidelines as displayed on the public transport or requested by the operator/driver.
 - ii. Where it is necessary to have more than one person in a vehicle, physical distancing is important, and every occupant should sit as far apart as possible.
 - iii. Private cars will only be allowed one (1) passenger to occupy the front passenger seat, while front-facing seats shall not exceed two (2) passengers per row.
 - iv. In larger vehicles, vans, or SUVs, space must be maximized with two (2) passengers per row and sitting on alternating sides of the row with the vehicle filling from the back row.
 - v. The number of people using or sharing a vehicle must be limited as much as possible and a log must be kept of who has been in the vehicle and when.

¹⁷ Department of Transportation Omnibus Public Transport Protocols/Guidelines

<http://dotr.gov.ph/55-dotrnews/1339-read-omnibus-public-transport-protocols-guidelines-set-by-the-department-of-transportation-dotr.html>

- vi. People traveling in the same vehicle repeatedly must always use the same seat each time and travel with the same group of people in the vehicle as much as possible.
- vii. Vehicles must be thoroughly sanitized after each trip, and if the vehicle does need to be used for different groups, it must be thoroughly sanitized between these groups.
- viii. Everyone must wash or sanitize their hands before entering the vehicle and on exiting the vehicle.
- ix. Air conditioning should be run in a fresh air setting, not on recirculation.
- x. All travel time in shared vehicles should be minimized with individual vehicles used where possible.
- b. Hired vehicles must be cleaned and sanitized, including trucks and vans. In particular, the steering wheel and inner/outer door handles must be wiped down at the end of the day or in between drivers.
- c. Vehicles must be supplied with hand sanitizer, disinfectant wipes and appropriate PPE.
- d. Drivers must avoid picking up or delivering outside their designated area.
- e. Passengers must wash hands and / or use hand sanitizer prior to entering the vehicle for transportation to and from the production site.

ANNEX H.3. GENERAL COVID-19 GUIDELINES FOR ON-CAMERA PERFORMERS

On-camera performers interact with a variety of departments of a film and audiovisual production on a regular basis. There is a high likelihood that the cast will need to interact with each other and crew at close range. In order to maintain the health and safety of on-camera performers, the following controls must be considered as part of a COVID-19 mitigation plan:

A. GENERAL GUIDELINES

- a. All on-camera performers must fill out and provide their COVID-19 Health Declaration Forms.
- b. If the performers, or someone they live with or have close contact with become sick or exhibit flu-like symptoms, they must notify production immediately and must not come to work.
- c. On-camera performers must also consider if they are in regular close contact with individuals with serious health conditions or compromised immunities before accepting work that requires them to physically report at the production site.
- d. Performers must also maintain high hygiene practices also away from work. Whenever possible, DOH's physical distancing guidelines must be followed.
- e. Hands must be washed and sanitized regularly, particularly when entering or exiting a production site.
- f. Coughing or sneezing must be done into the corner of the elbow.
- g. Performers must ensure that they have or are given access to all necessary PPE and hand/equipment/workspace sanitizers or cleaning products.
- h. Performers must adhere to the production's strict sign-in/sign-out procedures.
- i. On-camera performers must be provided with sufficient space to keep their wardrobe, makeup, props and personal belongings separate, and it must be ensured that additional time is allocated to allow for physical distancing requirements.
- j. On-camera performers may be provided with the option to do their own hair and makeup (including touch-ups and removal), including through virtual tutorials with hair and makeup personnel.
- k. On-camera performers must take note or record of who they see and where they go outside of work.

B. ACTORS

- a. A temporary, transparent barrier between actors may be installed while establishing marks and positions and only removed right before the take.
- b. Actors may consider showing up having done their own hair and makeup.
- c. Actors may do their own touch ups and remove their own hair and makeup as much as possible.
- d. Alternate shot set-ups, camera angles, lenses, must be explored to ensure the distance between actors.
- e. For kissing, sex scenes, or scenes that require one actor to touch another's face or body, full and explicit consent must be secured from the actors involved. Otherwise, actors may refuse to act or participate in such scenes. Further, the production may consider testing the on-camera performers in accordance with DOH testing guidelines.
- f. Hygiene and safety measures must be observed before and after such scenes.

C. EXTRAS

- a. COVID-19 information and health and safety guidelines must be distributed to extras before their arrival on the production site. A safety orientation and health check must be done upon their arrival by the OSH Officer.
- b. The number of extras must be kept to a minimum.
- c. All extras must wash/sanitize their hands on arrival at the production site.
- d. A holding area must be set up for extras with enough space and tables and chairs to practice physical distancing.
- e. Individuals must remain in the same seat for the day when not on set, i.e. no seat swapping and mingling. A seat for each person is required within the holding area.
- f. One pen must be provided to each talent to execute paperwork. Otherwise, pens must be disinfected after every use.
- g. All personal belongings must be left in the holding area. No personal items may be taken to set.
- h. Crowd scenes can only be filmed if physical distancing is achievable.

Note: No more than a total of 50 crew/cast/extras must be on site.

D. MINORS

- a. Producers are discouraged from allowing minors to work on-set. Until further notice, the issuance of DOLE permits for minors are suspended.
- b. Otherwise, minors may be scheduled as arranged with their schooling. They must be appropriately briefed on safety protocols in the sets.
- c. Production must have PPE on hand that fits minors.
- d. No make-up may be applied to minors by the hair and makeup team unless absolutely necessary.

E. STUNTS

- a. COVID-19 information and health and safety guidelines must be distributed to stunt performers before their arrival on the production site. A safety orientation and health check must be done upon their arrival by the OSH Officer.
- b. No physical contact may be done on scenes without specific production/stunt coordinator approval.
- c. As it is common for stunt performers to be involved in several productions at one time, each production's stunt coordinator must discuss such movement of performers with each production so that safety precautions may be undertaken.
- d. Showers may need to be available for training sessions.
- e. Fitting of harnesses and padding may be done by the stunt performers themselves whenever possible under the strict supervision of the stunt crew.
- f. Blocking and rehearsals must be limited to essential personnel only.
- g. A holding area must be set up for stunt performers that facilitate physical distancing.
- h. Personal bags or items must be left in a designated area.

Annex I. SCENE LOCATIONS AND RESTRICTIONS

- A. Pursuant to Executive Order No. 112¹⁸ and the Omnibus Guidelines on Community Quarantine, a ban on mass gatherings shall be enforced. Therefore, scenes (including the following examples) that constitute mass gatherings are restricted, including but not limited to the following:
1. Religious mass gatherings such as but not limited to a church congregation, fellowship meetings, etc.
 2. Entertainment-related mass gatherings such as but not limited to those in theater venues, cinemas, large concerts, festivals, carnivals, conventions, shows, and pubs and bars
 3. Business-related mass gatherings such as but not limited to trade shows, conferences, conventions, workshops, and retreats
 4. Sports-related mass gatherings such as but not limited to trainings, games, tournaments, and championships
 5. Politically-related mass gatherings such as but not limited to election rallies, polling centers, and public speeches and addresses
 6. Gambling and betting activities
 7. Social Events scenes such as birthday parties and large weddings
 8. Party Scenes
 9. Classroom Scenes
- B. Interior and exterior scenes with a larger number of people where physical distancing can be upheld, may be permitted - for example, no more than ten (10) people spaced around an office or a street scene, with background pedestrians.
- C. For kissing, sex scenes, or scenes that require one actor to touch another's face or body, full and explicit consent must be secured from the actors involved. Otherwise, actors may refuse to act or participate in such scenes. Further, the production may consider testing the on-camera performers in accordance with DOH testing guidelines.

¹⁸ Executive Order No. 112, S. 2020

<https://www.officialgazette.gov.ph/downloads/2020/04apr/2020030-EO-112-RRD.pdf>

ANNEX J. COVID-19 PRODUCTION ZONE BREAKDOWN

A. What is a Production Zone?

The creation of the Production Zone allows for the production to be broken down and operate within physical distancing protocols. Through this layout measure, zones ensure how a crew can work safely within a film and audiovisual production. Engaging the crew and reviewing the tasks within the production zone will assist in identifying potential COVID-19 related risks and applying the appropriate control measures required to provide a safe and healthy workplace.

The Production Zone includes on-site or off-site operations.

A worker's zone describes the close contacts that he/she directly works with. Each production zone will have smaller department zones.

Productions may require additional zones or find that not all roles or zones apply. This will be reflected in the size or complexity of the project.

- A. It is recommended to keep zones as small as possible with no more than ten (10) people inside to undertake the required tasks safely.
- B. A minimum distance of no less than one meter is to be observed at all times as a general rule. This includes rest breaks, meal breaks, travel, and use of toilets. However, there are varying measurements of physical distancing within zones depending on the type of space where work is undertaken.
 1. Uncontrolled Spaces
 - a. When production interacts with the public, a physical distancing of two meters should be maintained at all times.
 - b. Two meters of separation is needed to maintain physical distancing with the crew and other persons because these spaces are outside of the production zone.
 2. Controlled Spaces
 - a. Where a production can manage and control a site or workplace, then the minimum physical distancing of 1 meter applies. Additional control measures may also be implemented.
 3. Close Contact Space
 - a. Crew can undertake close contact tasks where interaction between workers is 0-1 meter. Any crew working within this distance needs to use PPE as well as implement additional control methods.
- C. Spending over fifteen (15) minutes within one to two meters is considered as close contact, and therefore stringent contact tracing measures must be in place.
- D. Only production approved crew who have implemented safety precautions, can work closer than one meter, (i.e. cast and make-up) or for critical safety and emergency reasons. Safety precautions must be adhered to at all times.

B. What is an On-Site Production Zone?

The full area of the production site is considered the On-Site Production Zone which must observe all DOH, DOLE, and FDCP Standards and Protocols in this Order.

- a. Risk assessment of locations and sites/workplaces, identifying risks and control measures, must be done to minimize the risk of infectious diseases.

- b. The script and casting must be reviewed to allow the limiting of on-camera performers present on set and enable physical distancing.
- c. Producer/Employer must ensure that all workers are engaged and able to raise concerns over any risks associated with their work and infectious diseases.
- d. Locations may be closed or restricted due to influences of COVID-19 and due diligence must be undertaken to assess the risks at each workplace.
- e. Health screenings must be conducted by production to monitor worker health and identify any risks.
- f. Immigration considerations must be considered for international workers.
- g. Catering arrangements must be contactless and follow relevant hygiene standards. Prepackaged food may be considered and no open service, buffet-style service tables may be allowed.
- h. Staggered lunch breaks, or separated areas must be implemented to deter crew congregations.
- i. Scheduling must consider the increased amount of time required to undertake work due to COVID-19 risks and controls.
- j. Worker fatigue and wellness must be considered and factored into the shoot day.
- k. Accounting must use a paperless system where possible.
- l. Call sheets, scripts, and other paperwork with the crew must be communicated online.
- m. Suppliers must be restricted from coming on-site to undertake work like site or equipment repairs. They must be scheduled to arrive after hours or when there are limited people on site.

C. What is an Area Zone?

These are separated spaces within the Production Zone and may be divided further into department zones. These include but are not limited to the following:

- 1. On-Set Area Zone (On-Site)
- 2. Off-Set Area Zone (On-Site)
- 3. Location and Prep Area Zone (On-Site)
- 4. Workshop Area Zone (Off-Site)
- 5. Remote Area Zone (Off-Site)

D. What is a Department Zone?

The Department Zone is contained inside an area zone and consists of multiple workgroups. These are Essential Departments to enable on set operations including but not limited to Camera, Sound, Grips, Lighting / Electrics, ADs, Script Continuity, On Set Art, and Locations.

E. Specific Safety Guidelines

1. On-Set Area Zone

- a. Scripts must be reviewed to accommodate the limiting of the number of on-camera performers.
- b. The number of crew behind the camera must also be limited, as well as the number of equipment to limit the amount of potential exposure and common touch surfaces.
- c. An on-set safety briefing must be conducted to highlight risks and the control measures that need to be adhered to.
- d. The OSH officer may assist in guiding the correct health and safety protocols on set as per the relevant Department of Health, Occupational Safety and Health guidance, and the FDCP Standards and Protocols.

- e. Only select members of the crew may be allowed to do final checks on set that involve close contact. No one else should undertake these tasks, and they should adhere to all necessary control measures.
- f. Final checks that require close contact must be done in as little time as possible.
- g. If a workstation on set is required, they should be set up in a way to facilitate physical distancing.
- h. The daily shoot schedule should be achievable to avoid worker fatigue and considering the extra time needed to complete tasks.
- i. Each area zone and its workers must be given enough time and space to complete their work.
- j. Remote/multiple monitors may be installed for review. Crew must be restricted from gathering around monitors.
- k. Electronic call sheets must be used.
- l. Radios or phones must be used to talk remotely.
- m. Items taken on set like radios and tech equipment must be frequently disinfected.
- n. Common touch items must be minimized from around the workstations.

2. Off-Set Area Zone

- a. Interaction between department zones must be limited.
- b. As travel may be necessary between on-set and off-set area zones, cleaning, physical distancing, and handwashing protocols must be observed.
- c. The on-camera performers must be sent to the on-set zone as camera-ready as possible.
- d. Hair and Make-up, Costume, and on-camera performers must only roam in their zone.
- e. Catering and craft services arrangements must be contactless.
- f. Any location moves to be undertaken must take into consideration the limited crew on site.
- g. For controlled spaces, physical distancing must follow the general rule of no less than one (1) meter apart per person.
- h. Regular disinfecting of equipment and all common touch surfaces within each area zone must be conducted.
- i. Workstations must be separated to allow for the correct physical distancing.
- j. Radios or phones must be used to talk remotely.

3. Location and Set Preparation Area Zone

- a. Risk control measures at the production site must be installed before the crew and workers arrive on site. This may take several hours, days, or even weeks to set up a site ready for the production shoot, depending on the scale of the production.
- b. The production site must be controlled, and access must be recorded to enable contact tracing and prevent close contact with the general public.
- c. Area Zones required to fabricate and construct sets must maintain physical distancing and should be separated from the shoot and production zone.
- d. There must be applicable physical distancing controls for the crew in place such as one-way foot traffic, barriers, or floor markings.
- e. Hygiene facilities must be set up, including handwashing and/or sanitizer stations.
- f. PPE must be made available for set preparation and shoot crew.

- g. Appropriate cleaning supplies must be made available for the crew to clean equipment.

4. Workshop Area Zone

- a. This includes construction workshops where set-pieces are fabricated.
- b. An isolation area must be set up for potentially contaminated equipment/props/set pieces or decorations.
- c. Physical distancing controls for the crew must be in place such as one-way foot traffic, barriers, or floor markings.
- d. Set up hygiene facilities, including handwashing and/or sanitizer stations.
- e. PPE must be made available to workers.
- f. Drop off areas must be established to enable sanitizing/quarantining equipment products as they arrive on site.

5. Remote Worker Area Zones

- a. For Production members required to work in a shared office, physical distancing guidelines must be observed.
- b. Workers must work remotely as much as possible.
- c. Location managers must communicate online as much as possible. Online resources and location photo libraries may be utilized to limit any travel and interactions.
- d. Location Landlords/Owners are required to ensure that any potential risks are communicated to the producers leasing the location and controls identified to mitigate the risk.
- e. Production companies must undertake due diligence and establish if there are any additional controls they will need to implement to provide a safe and healthy work environment for all cast, crew, and other persons.
- f. LGUs in coordination with DOH, DOLE, and FDCP may audit the health and safety structures of production and review for compliance.

6. Department Zones with Close Contact Interactions

- a. These involve workers that perform tasks with close physical interactions including cast, make-up, stunt performers. Time spent when performing close contact tasks must be limited as much as possible.
- b. Close contact tasks (0-1metre) introduce a higher risk, and producers/employers must eliminate or minimize this increased risk by applying the appropriate control measures.
- c. There must be dedicated close contact areas for each area zone that involves close contact whenever possible e.g. rehearsals on- set or off- set between on-camera performers.
- d. Precautions must be taken to limit interactions with those performing close contact tasks.
- e. If possible, one person must perform multiple tasks so as to reduce the number of close contact workers.
- f. Whenever possible, one person must perform multiple tasks and a regular crew base may be engaged as opposed to short-term crews.
- g. Common touch items from around the workstations must be reduced.
- h. Close contact department zones must have posted reminders about hygiene practices based on this Order and must provide single-use products as much as possible.
- i. Personal protective equipment such as gloves, face shields, and masks must be available for use.

- j. Additional time to perform close contact work due to the required safety precautions must be factored into the schedule.
- k. Items must not be shared between workers.
- l. Equipment and items must be cleaned at the start and end of each day and at appropriate intervals throughout the day.
- m. There must be direct routes from the close contact zones to the set and other essential locations to limit contact with other persons and contact with common touch surfaces.
- n. In case someone becomes unwell or exhibits flu-like symptoms especially in close contact zones, records must be kept for effective contact tracing. Workers who are spending over 15 minutes within 1 to 2 meters proximity from each other must be particularly taken note of.
- o. For every close contact zone, the number of crew that is allowed on set must be limited.
- p. The time spent when undertaking close contact tasks must be limited as much as possible.
- q. It is recommended that close contact zones within a Department Zone must not have more than three (3) people.

Area Zone and Department Zones Table

Area Zone	Location	Department Zones
On Set Zone	Production Site	<u>On Set Tech Crew</u> Director, AD, Grip, Lighting, DOP/Camera Crew, PD/Art Deptt, Sound, Script Continuity Supervisor <u>On Set Production</u> Producers, Production Manager <u>OSH Officer/s</u> <u>Cast/Extras/Stunts</u> <u>Hair and Makeup Artists, Wardrobe/Costume</u> <u>Prosthetics</u> <u>Craft Services, Other Suppliers (e.g. VFX)</u>
Off Set Zone	Production Site	<u>Tech and Unit Base</u> Grip, Lighting, Camera, Sound, Costume, Location Manager, Drivers, Hair and Make-up Artists, Art Department <u>Off Set Suppliers (e.g. Security)</u> <u>Catering</u> <u>Craft Services</u>
Set and Location Prep Zone	Production Site	<u>Preparation</u> Production Designer, Art Director, Set Dresser <u>Transport, Locations (As needed)</u>
Workshop Zone	Off-Production Site	<u>Construction/Art Workshops</u> Storage facilities for set, pieces, props, equipment, off set workrooms, constructions workshop
Remote Worker Zone	Off-Production Site	Producers, Production Manager, Production Office, Location Manager, Health and Safety Officer, Transport, Accounts, Department Coordinators <u>Offsite Rehearsals</u> Stunts, Casting <u>Post Production Processes</u> Picture Editor, Assistant Editor, Online Editor, Sound Designer, VFX Artist, Colorist, Musical Scorer <u>Remote Art Department</u> Design, Buyers <u>Location Scouts</u>

Annex K. CLEANING AND DISINFECTION GUIDE

All workplaces and production sites operating during Modified Enhanced Community Quarantine and General Community Quarantine conditions need to ensure they are protecting their workforce and minimizing the risk of spread of infection.

A. Key Cleaning Tips

- a. All offices and sites must implement additional cleaning measures in common areas as recommended by the Department of Health and help minimize the spread of COVID-19.
- b. The workspace must be considered, especially those that are frequently used and touched by workers, clients, and visitors.
- c. Regular cleaning of the workplace environment will minimize the spread of infection by reducing workers' contact with contaminated surfaces. In some areas, this may need to be done more than once a day, this assessment needs to be done specific to your site's individual work areas/department's needs.
- d. The virus can be spread from person to person or by touching uncleaned equipment or surfaces. Therefore, areas where the virus is more likely to spread, such as the kitchen, toilet, and other common spaces must be more frequently cleaned.
- e. Physical distancing must be practiced when cleaning offices and sites with the following reminders.
 1. Regular cleaning must be scheduled and recorded.
 2. Suitable cleaning products must be used, following the manufacturer's instructions for use. When choosing an appropriate cleaning product, factors to be considered include what the product is effective against and the length of time the product needs to be left on a surface to clean it properly.
 3. Disposable cloths may be used if available. Reusable clothes must be disinfected and dried after use, as bacteria and viruses can still survive on damp cloths.
 4. Disposable gloves must be used when cleaning and handling soiled items and must be properly disposed of.
 5. Hands must be washed immediately after removing gloves or after handling the same items.
 6. Touching one's face while wearing gloves must be avoided.
- f. Common internal touchpoints must be frequently cleaned including:
 1. Coffee machines, photocopiers, and water stations.
 2. Common pens for a sign-in sheet to the site.
 3. Doors/door handles
 4. High-touch surfaces such as stairs, handrails, door handles, table tops, elevator buttons, microwaves, and other kitchen surfaces.
- g. Screens and tables must be wiped after use, including iPads, photocopiers, digital check-in scanners, and desktop stations.
- h. Floors must be cleaned with disinfectant or bleach solution, starting from one end of the premises to another (from the exit inwards).
- i. Wash items such as towels, tea towels, and other fabrics and must be dried thoroughly outside or with a dryer.

B. Disinfecting cleaning aids

- a. Cleaning aids, such as cloths or mops, must be germ-free, or else these can spread germs to other surfaces.
- b. For cloths and sponges:
 1. Disposable cloths or paper towels must be used when possible.
 2. Reusable cloths and sponges must be disinfected or washed and dried after each use.
- c. For brushes:
 1. Brushes must be washed in a dishwasher regularly or cleaned with detergent and warm water after each use.
 2. Brushes must be dried before being used again.
- d. For mops and buckets:
 1. Two buckets for mopping must be used – one for detergent and the other for rinsing.
 2. Mops and buckets must be cleaned and dried after each use.

C. Site cleaning

- a. Before leaving the workplace at the end of the working day or end of each shift, any tables/surfaces must be wiped down with soapy water or cleaning agents. All workers must be checked out of the site, and a daily record must be kept.
- b. Waste and disposable PPE must be securely disposed of.
- c. Door handles, railings, and personal workstation areas must be wiped down with a disinfectant, such as disinfectant wipes. Each worker must be responsible for cleaning their workstation areas with disinfectant wipes or spray cleaner using paper towels.
- d. 'High-touch' surfaces such as desks, counters, tabletops, doorknobs, bathroom fixtures, toilets, light switches, phones, and keyboards must be cleaned every day with antiseptic wipes or disinfectant, including bleach solutions.

D. Cleaning bathrooms, toilets and showers

- a. Toilets must be cleaned with a separate set of cleaning equipment ... e.g. disposable cleaning cloths, mops, etc.
- b. Sinks must be frequently cleaned.
- c. If the workplace or production site has a shower, shower trays and shower curtains must be frequently cleaned.
- d. If a shower hasn't been used for a while, users must let the hot water run first before using it.
- e. Tiles and grouts must be kept in good condition.
- f. Toilet bowls must be cleaned by flushing after each use.
- g. Limescale must be regularly removed using descaling products.
- h. The toilet seats, handles and rims must be cleaned using a disinfectant.

E. Cleaning Tools and Equipment

- a. Tools and equipment must be cleaned before and after each day's work with fit for purpose disinfectant or disinfecting equipment, concentrating on frequent contact points such as handles.
- b. Workers must clean their hands after handling tools and equipment to prevent the spread of germs.
- c. If possible, tools must not be shared. If sharing cannot be avoided, precautions must be taken, following the handwashing guide before and after each use.

F. Cleaning vehicles

- a. Drivers must be assigned to particular vehicles to avoid the spread of germs.
- b. Vehicles must not be shared if possible. Otherwise, commonly touched areas of the vehicle (steering wheel, handbrake, gear stick, dashboard, handles, etc.) must be wiped down after each use and the drivers and passengers must wash hands before and after using the vehicle.
- c. For vehicles with more than one person, as much distance between people must be observed as possible, the windows must be kept open to keep air circulating and passengers must face towards the window to reduce the spread of germs.

G. Cleaning PPE & Clothing

- a. Work clothes must be placed in washing machines or hand-washed properly. Reusable PPE must be disinfected separately following manufacturing guidelines.
- b. Directions on the labels of laundry or clothing and detergent must be followed when washing and cleaning the same. In general, laundry and clothing must be washed and dried with the warmest temperatures recommended on the label.
- c. When handling soiled laundry, the cleaner must wash his/her hands afterwards. All clothes and towels must be washed with a laundry detergent to prevent germs from spreading. Laundry must not be left in the washing machine as any remaining germs can multiply rapidly.

H. Deep Clean

- a. If a worker is unwell and removed from the workplace or production site, a professional deep clean must be completed in the area/areas identified where the worker was working and has accessed. These areas must be isolated until a 'deep clean' has taken place.

Annex L. SAFE FILMING PROGRAM

The Safe Filming Program is a program by the Film Development Council of the Philippines in partnership with the Department of Health and the Department of Labor and Employment which will take the strategies and guidelines of the FDCP-DOH-DOLE JAO No. 2020-001, S. 2020 and create a global resource website that outlines the principles of safe production and provide information about systems, resources, forms, and all related documents and issuances to ensure working safely in Philippines for both local and international film productions. It shall also be a platform for an active collaboration with international film commissions and stakeholders to share best practices and updates especially with the constant assessment and management and risks of infection transmission.

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-DOH-DOLE JAO No. 2020-001 which may be submitted to the Agencies for review and endorsement.

Registration and Database

The Safe Filming Program shall also serve as a database of registration of film and audiovisual projects and activities and a platform for workers to report work-related injuries, illnesses, and any and all unsafe working conditions.

Safe Filming Forms

The following are the Safe Filming Forms available for producers and workers in accordance to their activities and needs:

A. FOR PRODUCERS

1. *Production Registration Form.* Pursuant to the Reportorial Requirements as specified in the FDCP-DOH-DOLE JAO No. 1, 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 to FDCP at least seven (7) days before the first day of shoot.
2. *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.
3. *Health and Safety Commitment Declaration.* This form is for production companies to manifest their compliance with Republic Act 11058 or the Occupational Safety and Health Standards Act and 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. This also spells out their commitment in providing and maintaining a safe and healthy workplace for all workers. This must be submitted to the FDCP prior to the start of the production shoot.

B. FOR THE WORKERS

1. *COVID-19 Health Declaration Form.* All workers must fill up 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 can 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. *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.

C. FOR THE OCCUPATIONAL SAFETY AND HEALTH OFFICERS

1. *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.
2. *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 and controls to eliminate and minimize the same. This must be filled out by the OSH Officer and submitted to the Production prior to the start of the production.
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. *COVID-19 Sign-In Registration Form.* The OSH must ensure that all workers at the beginning of the production shoot must fill in 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.

PRODUCTION REGISTRATION FORM

BACKGROUND

To assist the DOLE Bureau of Working Conditions in monitoring, and the Department of Health with contract tracing, FDCP will be managing a central register of all projects intending to shoot.

This registration is part of the reportorial requirements of the Occupational Safety and Health Act and the DOLE-JMC 001, S. 2020 that all productions need to comply with.

This register will be managed by the FDCP National Registry under the SAFE FILMING PROGRAM.

REGISTRATION INSTRUCTIONS

1. Download the FDCP-SF Form 1 from the FDCP website at www.fdcph.ph.
2. Fill out the Form with complete details, including the following:
 - Production company name.
 - Production company contact
 - Project name
 - Approximate shoot dates
 - Names of essential cast and crew reporting on site
3. Send in the pdf of the Form (signed with an electronic signature) to safefilming@fdcph.ph as early as possible following the subject format:

Production Registration [Project Name] [Production Company] [Date of First Day of Prod].

Registrations may be received at the latest 7 days prior to the first day of the production.

4. The company will receive an acknowledgement of registration from Safe Filming together with the Health and Safety Protocol Manual, and the necessary tool kits and forms that will be used in the conduct of the production activities.

This information that productions will be submitted will be collected and held for the above mentioned purposes and handling of such information will be in compliance with the Data Privacy Act.

PRODUCTION REGISTRATION FORM

Form No. _____

(To be issued by FDCP)

PRODUCTION DATES: _____

LOCATION: _____

ADDRESS: _____

I. PROJECT INFORMATION

Project Title:	
Director/s:	Writer/s:
Producer/s:	Phone/Email:
Line Producer:	Phone/Email:
Location Manager:	Phone/Email:
Estimated Budget:	

II. PRODUCTION COMPANY INFORMATION

Name of Production Company:	
Office Address:	
Phone/Email:	
Primary Contact Person:	Phone/Email:

III. PRODUCTION COMPANY INFORMATION (Please check the box applicable to you)

<input type="checkbox"/> Feature Film <input type="checkbox"/> Short Film <input type="checkbox"/> Student Film <input type="checkbox"/> Documentary	<input type="checkbox"/> Animation <input type="checkbox"/> Advertisement <input type="checkbox"/> Music Video <input type="checkbox"/> Others: _____
<input type="checkbox"/> TV Series/Mini Series <input type="checkbox"/> TV Reality <input type="checkbox"/> TV Variety Show <input type="checkbox"/> TV Talk Show <input type="checkbox"/> TV Others: _____	Number of Episodes: _____
How is this production intended for exhibition? (e.g. cinemas, content platforms, television)	

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PRODUCTION REGISTRATION FORM

IV. PRINCIPAL CAST & CREW *(Please take note that only a MAXIMUM of 50 people on the set are allowed)*

1.	26.
2.	27.
3.	28.
4.	29.
5.	30.
6.	31.
7.	32.
8.	33.
9.	34.
10.	35.
11.	36.
12.	37.
13.	38.
14.	39.
15.	40.
16.	41.
17.	42.
18.	43.
19.	44.
20.	45.
21.	46.
22.	47.
23.	48.
24.	49.
25.	50.

V. PRODUCTION DATES AND LOCATION

[illegible]

I hereby certify that the production company will comply with the Republic Act 11058 or the Occupational Safety and Health Standards Act and subordinate regulations and follow guidance provided in the DOLE-FDOP 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.

Date _____

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Annex L.2. FDCP-SF-Form 2 - Safety Requirements for Call Sheets (Producers)

Republic of the Philippines
Office of the President
FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES



SAFETY REQUIREMENTS FOR THE CALL SHEET

The call sheet must include all the information that the cast, crew, and all other individuals need to know about the set with regards to health and safety, and must be specific to not only the production but the day and activities planned for that shoot. It is important to note that not every production day is the same, and call sheet must reflect the changes in health and safety issues and risks.

Important elements to consider are listed below and more requirements may be added depending on the nature and circumstances to the production. It is also everyone's responsibility to look after their own safety and ensure their actions do not cause harm to others.

PRODUCTION TITLE: _____

PRODUCTION DATES: _____

LOCATION: _____

ADDRESS: _____

What Health and Safety information should I include in the Call sheet?

- ☐ Contact details for the closest emergency services, and on-set health and safety officer and medical professional
- ☐ Travel distances / time (which relate to fatigue)
- ☐ Where and when the safety orientation will occur
- ☐ Details of any expected visitors to the set
- ☐ A map of the production location with important sites, medicals, exits
- ☐ Weather information, especially if extreme conditions are expected
- ☐ Any specific clothing or personal protective equipment required for cast or crew
- ☐ The high risks on set that day that everyone needs to know about
e.g. location such as busy roads or waterway which could be an extract from the health and safety plan
- ☐ Emergency procedures

Annex L.3. FDCP-SF-Form 3 - Health and Safety Commitment Declaration (Producers)

Republic of the Philippines
Office of the President
FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES



HEALTH AND SAFETY COMMITMENT DECLARATION

PRODUCTION TITLE: _____
PRODUCTION DATES: _____
LOCATION: _____
ADDRESS: _____

(Name of Production Company)

is committed to providing and maintaining a safe and healthy workplace for all workers.

We will comply with the Republic Act 11056 or the Occupational Safety and Health Standards Act and subordinate regulations and follow guidance provided in the 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.

The health and safety of our workers will be at the forefront of all our activities.

(Name of Production Company)

is committed to effectively managing all risks arising from its activities by:

- Providing a safe and healthy working environment, equipment and systems;
- Providing a workplace health and safety induction;
- Providing clear instructions, information, supervision and training, to ensure workers are competent to do their work safely;
- Engaging and consulting with workers on day-to-day health and safety matters; and
- Continually looking at ways to improve health and safety.

(Name of Producer or Person-in-Charge)

is accountable for health and safety within their work area, this includes:

- Identifying hazards and assessing risks;
- Implementing controls and monitoring those controls to ensure they remain effective;
- Ensuring the competency of workers;
- Accurate and timely reporting of health and safety issues; and
- Ensuring high standards of hygiene and housekeeping.

Health and safety is everybody's responsibility and all workers must:

- Be aware of their responsibilities;
- Take reasonable care of their own health and safety and ensure that their actions don't cause harm to themselves or others;
- Report all incidents and injuries as soon as possible; and
- Comply with any reasonable instructions, policies and procedures.

YOUR HEALTH AND SAFETY OFFICER IS _____

SIGNED
(by the most senior accountable person overseeing the production)

DATED _____

Disclaimer:
The FDCP's advice on health and safety documents and templates should not be used as a substitute for professional or legal advice. Health and safety documentation should always be customized to suit the production.

Just because you have health and safety documentation doesn't mean you are exempt from liability. Consult a professional in the relevant field for advice on any specific situation or issue.

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Annex L.4. FDCP-SF-Form 4 - COVID-19 Health Declaration Form (Workers)

Republic of the Philippines
Office of the President
FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES



COVID-19 HEALTH DECLARATION

Relative to the Coronavirus Disease 2019 (COVID-19) situation, Presidential Proclamation No. 929 was released on March 16, 2020 declaring a State of Calamity throughout the Philippines. In line with the Department of Health Minimum Health Standards, FDCP's Guidelines on Safety Protocols for the Conduct of Film and Audio-Visual Production Shoots to Mitigate COVID-19, and (Name of Production Company) commitment to ensure the safety of all our employees, workers, and individuals and a safe filming environment, we need to ask you to truthfully answer the following questions. Depending on your responses, we reserve our right to not engage your services for the current production/s.

Your responses to these questions will only be used for the purpose of:

(Project Title)

PRIVACY NOTE: Declarations will be stored safely by the production company and not shared with third parties, except if requested by the Department of Health or other related agencies. Everyone must complete this form or, if they are minors, have the form completed on their behalf.

Name/s: _____
Address: _____
Contact Email: _____ Contact Phone Number: _____

1. Have you or anyone you immediately know had a confirmed case of COVID-19? YES / NO
If YES please elaborate, including detailed information around names, dates and level of contact: _____

2. Have you or anyone you immediately know travelled nationally or internationally in the last month (30 days)? YES / NO
If YES please elaborate and list travel areas / Countries: _____

3. Have you been to a country or area of concern for COVID-19 in 2020? YES / NO
If YES please elaborate: _____

4. Do you or anyone you know currently have any of the symptoms associated with COVID-19 or similar? YES / NO
If YES please elaborate: _____

5. Have you been tested for the COVID-19 virus? YES / NO
If YES please elaborate including detailed information around dates: _____

6. Have you worked with / on or within other projects / productions in the last 20 days? YES / NO
If YES please elaborate & list, including location of work: _____

7. By signing this document I declare all of the above to be true and correct at the time of signing, and that I do not currently have any of the symptoms associated with the COVID-19 or similar.

I agree to comply with all reasonable requests and measure to ensure I do my part to keep the workplace COVID free.

Please note that if you develop or exhibit any symptoms after signing this document, but prior to or during the shoot you are required to bring those to the immediate attention of the Health & Safety officer, or your Producer.

Please note while being employed, contracted or involved in the (Name Of Production) production, you are required to practice good hygiene, including regularly and thoroughly washing and drying hands and practicing good respiratory etiquette.

Signature: _____ Date: _____

(And for and on behalf of: _____ for minors)

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Annex L.5. FDCP-SF-Form 5 - Health and Safety Orientation Form (Workers)

Republic of the Philippines
Office of the President
FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES



HEALTH AND SAFETY ORIENTATION

A health and safety orientation must be conducted for all new workers and whenever the production moves to a new location. Key points must be repeated daily and on call sheets.

PRODUCTION TITLE: _____
PRODUCTION DATE/S: _____
LOCATION: _____
ADDRESS: _____

- Everybody is responsible for their own and others health and safety under the Republic Act 11058 or the Occupational Safety and Health Standards Act. If you are unsure of your responsibilities, speak with your direct supervisor or the health and safety officer.
- If you have a safety issue or need to report a safety risk, speak with the relevant head of department, an assistant director, the health and safety officer, producer or production manager and fill in the risk register, which is located _____
- The health and safety officer is _____ and can be contacted at _____
- The medical professional / nurse on set is _____ and can be contacted at _____
- First aid kits are located at _____
- Fire extinguishers are located at _____
- In the event of an emergency, exit to the designated assembly point located at _____
- For emergencies, call the local emergency numbers on the daily call sheet.
- Emergency equipment must only be used for emergencies.
- Restricted areas include the following locations, or as verbally updated _____
- No bullying or harassment of any kind, will be tolerated. If you experience or witness any such incident or are a victim yourself, report it to the medical professional, the health and safety officer, the production manager, or anyone else that you feel comfortable talking to—including an external agency.
- Being under the influence of alcohol and drugs is not tolerated. See the Health and Safety Officer if you are on any prescription drugs that may affect your work.
- See the medical professional if you have any medical conditions.
- Smoking must not be allowed anywhere other than a designated area.
- Keep all exits and walkways clear of equipment.

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HEALTH AND SAFETY ORIENTATION

RISKS	CONTROL TO RISK/S
FOR EXAMPLE: electrical equipment, road / public vehicle, working at heights	FOR EXAMPLE: personal protective equipment, hazard signs

I, _____ understand the requirements outlined to me in the health and safety orientation and will follow them to the greatest extent possible.

I, _____ have read the productions health and safety policy.

DISCLAIMER

FDGP's advice on health and safety documents and templates should not be used as a substitute for professional or legal advice. Health and safety documentation should always be customized to suit the production. Just because you have health and safety documentation doesn't mean you are exempt from liability. Consult a professional in the relevant field for advice on any specific situation or issue.

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[illegible]

2000-2001

Journal of Food and Fair Organizations

Date _____

Republic of the Philippines
Office of the President
FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES



PRODUCT OR TITLE:
LOCATION:
ADDRESS:

PRODUCTION DATES:
PRODUCTION COMPANY:

[illegible]

Findings with this method, also known as *case-control*,¹ consist of finding cases that already have the disease.

ACCOMPLISHED BY

NOTED

Name of Project or Representative

Name of Director: _____

DISCLAIMER: HCP's advice on health and safety documents and templates should only be used as a substitute for professional or legal advice. Health and safety documentation provided should be customized to suit the production. Just because you have been given information does not make it a contract. Please do not assume that it is. Consult a professional in the relevant field for advice on any possible situation or case.

Annex L.8. FDCP-SF-Form 8 - Risk Register (Health and Safety Officer)

Republic of the Philippines
Office of the President
FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES



RISK REGISTER

PRODUCTION TITLE
LOCATION
ADDRESS

PRODUCTION DATES
PRODUCTION COMPANY

Date	RISK	POSSIBLE ILLNESS OR INJURY	CONTROLS TO ELIMINATE OR MINIMISE	FIRST AID REQUIREMENTS

PREPARED BY:

NOTED BY:

Name and Signature of the Health and Safety Officer
Date

Name and Signature of the Supervising Producer
Date

Annex L.9. FDCCP-SF-Form 9 - Illness and Injury Investigation Form (Health and Safety Officer)

Republic of the Philippines
Office of the President
FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES



INJURY OR ILLNESS INVESTIGATION FORM

PRODUCTION TITLE: _____
PRODUCTION DATES: _____
LOCATION: _____
ADDRESS: _____
PRODUCTION DEPARTMENT: _____

DETAILS OF THE INJURY OR ILLNESS

DATE OF INCIDENT: _____	DATE REPORTED: _____
TIME: _____	LOCATION: _____

THE INJURED OR ILL PERSON HE INJURED OR ILL PERSON

NAME: _____	
ADDRESS: _____	
DATE OF BIRTH: _____	PHONE NUMBER: _____

TYPE OF INJURY OR ILLNESS

- | | | | |
|--|---------------------------------------|--|---|
| <input type="checkbox"/> Bruising | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Sprain / Strain | <input type="checkbox"/> Scratch / Abrasion |
| <input type="checkbox"/> Internal | <input type="checkbox"/> Fracture | <input type="checkbox"/> Amputation | <input type="checkbox"/> Foreign Body |
| <input type="checkbox"/> Laceration / Cut | <input type="checkbox"/> Burn / Scald | <input type="checkbox"/> Chemical Reaction | |
| <input type="checkbox"/> Others
Please Specify: _____ | | | |

BODY PART: _____

COMMENTS: _____

TREATMENT

TYPE OF TREATMENT: _____
NAME OF PERSON GIVING TREATMENT: _____
DOCTOR / HOSPITAL: _____

COMMENTS: _____

WAS THIS A NOTIFIABLE EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
WAS IT REPORTED TO DOLE BUREAU OF WORKING CONDITIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE OF NOTIFICATION:
PERSON WHO NOTIFIED:	

THE INCIDENT

DESCRIBE THE CAUSE OF THE INCIDENT:

HOW SERIOUS COULD IT HAVE BEEN? ☐ MINOR ☐ SERIOUS ☐ VERY SERIOUS

HOW OFTEN IS IT LIKELY TO HAPPEN AGAIN? ☐ NOT OFTEN ☐ OCCASIONALLY ☐ OFTEN

PREVENTION

HOW WILL YOU STOP ANOTHER INCIDENT LIKE THIS HAPPENING?

[illegible]

FURTHER COMMENT

PREPARED BY:

Name and Signature of the Health and Safety Officer
Date:

NOTED BY:

Name and Signature of the Supervising Producer
Date:

ANNEX M. COVID-19 DIRECTORY

Organization	Contact
Department of Health Telimed Management Inc., and Medgate Hotline Global TeleHealth, Inc. (KonsultaMD)	(02) 894 COVID (26843) (02) 8424 1724 (02) 7798 8000
Department of Labor and Employment NCR Concerns CAMP Concerns General DOLE Concerns	0961 680 4664 0961 680 4644 0961 680 4654
Film Development Council of the Philippines Safe Filming Program	(02) 8256 9948 safefilming@fdcp.ph
National Center for Mental Health	(02) 8531 9001 (02) 899 USAP (8727) 0917 899 USAP (8727)
Research Institute for Tropical Medicine	(02) 8807 2631
Philippine Red Cross For COVID-19 Concerns, Psychosocial Support, and Restoring Family Links	1158
Emergency Hotline	911
Philippine National Police	117
Presidential Complaint Center	8888
Presidential Anti-Corruption Commission	0906 692 7324
Metropolitan Manila Development Authority	136
Land Transportation Office	(02) 8922 9061
Department of Education Region 1 Region 2 Region 3	0928 871 8053 (Smart) 0915 205 3244 (Globe) (072) 682 2324 loc. 119 0998 583 5732 (078) 304 3855 0917 504 7971 / 0906 682 8208 (045) 598 8580

CALABARZON	0977 827 6112 (02) 8682 5773 / (02) 8684 4914
MIMAROPA	(02) 8637-2895/(02) 8631-4070 0917 840 8381
Region 5	0999 682 4775 / 0920 925 5833
Region 6	(033) 336-2816
Region 7	(032) 414-7399
Region 8	(053) 323-3156
Region 9	0998 280 8852 / 0919 353 9158
Region 10	0917 713 0173 / 0917 145 7957
Region 11	0917 720 1674 / 0929 497 5400
Region 12	(083) 228 1893
BARMM	(064) 421 4272
CAR	(074) 422 1218 0917 514 9700
CARAGA	(085) 342 8207 0945 237 8066
NCR	(02) 8929 4348 loc. 805/806 0999 881 1535
Department of Foreign Affairs	
Office of the Undersecretary for Migrant Workers' Affairs (OUMWA)	(02) 8843 4996 0967 4221825
Office of Consular Affairs (OCA)	(02) 8234 3488 0908 3442070
Overseas Workers Welfare Administration For OWWA Programs and Services	1348
Department of the Interior and Local Government	
Emergency Operations Center	(02) 8876 3454 loc. 8806/8810 0927 4226300 / 0915 0054535
Public Assistance and Complaint Center	(02) 8925 0343
Peace and Order Concerns (JTF CV Shield)	(02) 8725 3176 0917 3125626 / 0998 8940013

Department of Social Welfare and Development Social Amelioration Program Concerns	16545 0916 2471194 / 0947 4822864 0932-9333251
Department of Transportation Road Aviation Maritime	 (02) 7980 2387 / (02) 7980 2390 0917 876 8535 / 0917 876 8523 (02) 7980 2391 / (02) 7980 2392 0917 876 8573 / 0917 802 2224 (02) 7980 2394 / 0917 876 8594
Department of Trade Industry Basic Commodities Concerns: DTI Officer of the Day (COVID response team deployed in NDRRMC) DTI Command Center	1-384 0926 612 6728 0956 091 6570
Department of Agriculture Financial Subsidy for Rice Farmers KADIWA Gateway/Hotline Urban Agriculture Bureau of Plant Industry (for Metro Manila Cities except Quezon City and Caloocan) Agricultural Training Institute (For Quezon City and Caloocan) SURE (Survival and Recovery) COVID-19	0961 680 4654 Type KADIWA <space> query/concern then send to 0917 505 3380 0916 534 4838 / 0961 534 4831 0998 545 0217 / 0917 327 6720 0939 601 2988 / (02) 8636 3391
Land Transportation Franchising and Regulatory Board Official Hotline	1342
PhilHealth	(02) 8441 7442