

Fife Tayside Production Code - Annex

COVID 19 Action List for Filming in Public Locations

Version 2 – July 2020

Introduction

This Action List has been authored by **Film London** and adopted by Film Office and Local Authority filming partners and **Creative England**, providing parity for industry filming in Public Locations **across the UK**.

FifeScreen+TayScreen is member of Film Offices UK and the Scottish Locations Network. The office has worked with these bodies, Creative England and Screen Scotland towards formulation of this Action List.

This Action List temporarily annexes the Fife Tay Production Code which applies to all forms of media production (including feature films, television, commercials, drama documentaries, music videos, idents, stills shoots, student and short film crews) shot on location in public places in the Fife Tayside area and may also be used to inform all forms of media production at all locations in the region.

No Action within this list supersedes any other part of the Code of Practice.

Productions are still encouraged to adopt sustainable / green filming practices wherever possible.

For further help, advice and access to resources please contact FifeScreen+TayScreen on +44 (0)1382 432483 or +44(0)7951 380403 or by emailing info@tayscreen.com.

Purpose of this Action List

The primary purpose of the Actions listed is to ensure that location filming in the Fife Tay region complies with Scottish Government COVID-19 safety guidance and that filming activity does not increase the risk of spreading COVID-19 in the public domain.

As with the remainder of the Code of Practice, complying with this Action List does not constitute permission to film.

This Action List is dynamic in that it will be amended as and when changes in Scottish Government guidance are published and until such a time when the Action List is deemed superfluous and will therefore be removed from the Code of Practice.

This Action List supports and complements:

All Scottish Government guidance with regards to Working Safely During Coronavirus COVID-19

<https://www.gov.scot/publications/coronavirus-covid-19-returning-to-work/>

The BFC COVID 19 Code of Practice June 2020

<https://www.screen.scot/news/2020/6/guidelines-for-safe-filming>

The UK Broadcasters TV Production COVID 19 Guidance May 2020

www.pact.co.uk/member-services/resourcelibrary.html?q=Industry+wide+TV+Production+Guidance

The APA COVID 19 Guidelines May 2020

[APA Covid 19 Guidelines](#)

This document assumes that productions are already utilising the Guides referenced above before scouting the location. The industry Guides above recommend the services of a COVID-19 Health and Safety Officer / Supervisor during pre-production and planning stages of a shoot. The Actions listed below assume that this recommendation has been followed. Location Authorities may ask which COVID 19 guidance the production is following and ask who the lead COVID 19 contact will be on location on the day of the shoot.

Definitions

Location Authority – The owner or managing agent / organisation of the location, including Local Authority, Location Contact, Transport Scotland, Highways Authority, Traffic Authority and Police Scotland. Some locations include the need to liaise with multiple Location Authorities.

Working Area(s) – The physically defined space(s) in which crews remain whilst working. The size and shape of which is agreed in advance with the Location Authority.

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1. All Productions Filming in Public Spaces:

- 1.1. Sufficient planning time will be scheduled to allow for additional COVID 19 measures needed on Location and the additional liaison required with the Location Authority accordingly.
- 1.2. Risk Assessments and Method Statements must include full assessment of COVID 19 specific risks associated with the production's proposed activity at each location and be presented to the relevant Location Authority during the early stages of application.
- 1.3. When on location, all cast, crew and third party contractors related to the shoot must be aware of their own responsibilities regarding the implementation of the Risk Assessment.
- 1.4. The avoidance of any last minute changes to the shoot that cause an alteration of the risks associated with the agreed Risk Assessment and Method Statement.
- 1.5. Cast and crew to be over 2 metres away from other people (public, residents, businesses etc).
- 1.6. Crew to work 2 metres apart from each other.
- 1.7. In extenuating circumstances, where crew cannot work 2 metres apart within their Working Area, sufficient mitigating actions must be taken, including but not limited to:
 - Minimising time spent in contact
 - Using fixed teams and partnering up for close-up work
 - Increasing hand and surface washing
 - Wearing a face covering

<https://www.gov.scot/publications/coronavirus-covid-19-construction-sector-guidance/>
- 1.8. Rigorous cast, crew and equipment sanitisation protocols including cleaning, handwashing and hygiene procedures will be implemented. Facilitating sanitisation protocols on location will be discussed with the Location Authority during the planning of the shoot.
- 1.9. Reducing numbers of people in groups reduces the risk of spread of COVID 19. Therefore numbers of cast and crew present on any location must be kept to an absolute minimum at all times.

1.10. The avoidance of causing public to either gather to view the shoot or to crowd together in order to pass one and other.

1.11. Attach COVID-19 specific signage to Working Area (wording to be agreed with Location Authority)

2. Filming on Street (Non-Road Closure/5+ Crew/Equipment on Highway)

2.1. All Actions in Section 1 above will be implemented.

2.2. All crew to remain within an agreed, physically defined Working Area(s) including the use of barriers (type to be agreed with the Location Authority) within which crew have 4 square metres each to work.

2.3. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or tape stuck to the floor can be used to indicate 2 metres distance from the Working Area to the public.

2.4. No piece of kit or equipment from any department will be positioned outside the Working Area, including sanitisation and refuse facilities.

2.5. No cast or crew will linger outside the Working Area.

2.6. All cast including Supporting Artists to remain within the Working Area between takes, keeping 2 metres apart from each other.

2.7. Cast positions during takes will vary according to the needs of the scene and must be risk assessed accordingly. Cast positioning must not reduce public thoroughfare.

2.8. All cast and crew to have easy access to sanitisation areas for hand washing / disinfecting.

2.9. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away. (Wording to be agreed with the Location Authority).

3. Filming on Street (with Road Closure)

3.1. All Actions in Section 1 above will be implemented.

3.2. Define the Working Area as the closed road which may include both highway and pathway as agreed with the Location Authority through FifeScreen+TayScreen.

- 3.3. Where applicable, a safe method of access and egress for residents / businesses to be agreed in advance with the Location Authority.
- 3.4. All crew to remain within an agreed, physically defined Working Area(s) (including the use of barriers where necessary) within which crew have 4 square metres each to work.
- 3.5. No piece of kit from any department will be positioned outside the Working Area, including sanitisation and refuse facilities.
- 3.6. No cast, crew or contractor will linger outside the Working Area.
- 3.7. All cast including Supporting Artists to remain within the Working Area between takes, keeping 2 metres apart from each other.
- 3.8. Cast positions during takes will vary according to the needs of the scene and must be risk assessed accordingly with regards to their proximity to other cast /crew members.
- 3.9. All cast and crew to have easy access to sanitisation facilities for frequent hand washing / disinfecting.
- 3.10. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away. (Wording to be agreed with the Location Authority).

4. Parking on Street:

- 4.1. All Actions in Section 1 above will be implemented.
- 4.2. No piece of kit or apparatus from any department is permitted to sit on pathways. All kit must remain within vehicles (including tailgate) or within the location Working Area or travelling between the two.

5. Filming in Parks and Open Spaces:

- 5.1. All Actions in Section 1 above will be implemented.
- 5.2. Productions to expect that facilitating public exercise will take priority over filming.

- 5.3. All crew to remain within an agreed, physically defined Working Area(s) (including the use of barriers) within which crew have 4 square metres each to work.
- 5.4. Additional separate Working Areas for non-essential crew and / or SA's to be agreed with the Location Authority and physically defined accordingly. Multiple Working Areas to be monitored to avoid exceeding maximum capacity of each.
- 5.5. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or tape stuck to the floor can be used to indicate 2 metre distance from the Working Area to the public.
- 5.6. No piece of kit from any department will be positioned outside the Working Area(s), including sanitisation and refuse facilities.
- 5.7. No cast, crew or contractors will linger outside the Working Area(s).
- 5.8. All cast including Supporting Artists to remain within the Working Area between takes, keeping 2 metres apart from each other.
- 5.9. Cast positions during takes will vary according to the needs of the scene and must be risk assessed accordingly. Cast positioning must not reduce public thoroughfare.
- 5.10. All cast and crew to have easy access to sanitisation facilities for frequent hand washing / disinfecting.
- 5.11. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away. (Wording to be agreed with the Location Authority).

6. Filming in Enclosed / Interior Public Locations:

- 6.1. All Actions in Section 1 above will be implemented.
- 6.2. Ensure that filming activity complies with the premises' own COVID 19 Risk Assessment.
- 6.3. Select locations that provide wholly or at least partly-exclusive access to the production and locations that provide more space than would normally be required for filming.

- 6.4. Comply with the Location's cleaning regime providing additional COVID 19 cleans before prep and after strike plus any other cleaning deemed necessary according to the Guidelines (listed above).
- 6.5. All crew to remain within an agreed, physically defined Working Area(s) (including the use of barriers if other areas remain open to the public or other users) within which crew have 4 square metres each to work. Consider using one-way systems for access and egress.
- 6.6. Additional separate Working Areas for non-essential crew and / or SA's to be agreed with the Location Authority and physically defined accordingly. Multiple Working Areas to be monitored to avoid exceeding maximum capacity of each.
- 6.7. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or tape stuck to the floor can be used to indicate 2 metre distance from the Working Area(s) to the public.
- 6.8. No piece of kit from any department will be positioned outside the Working Area(s), including sanitisation and refuse facilities.
- 6.9. No cast, crew or contractors will linger outside the Working Area(s).
- 6.10. All cast including Supporting Artists to remain within the Working Area between takes, keeping 2 metres apart from each other.
- 6.11. Cast positions during takes will vary according to the needs of the scene and must be risk assessed accordingly. Cast positioning must not reduce public thoroughfare.
- 6.12. All cast and crew to have easy access to sanitisation facilities for frequent hand washing / disinfecting.
- 6.13. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away. (Wording to be agreed with the Location Authority).

7. Unit Bases in Public Spaces:

- 7.1. All Actions in Section 1 above will be implemented.
- 7.2. Unit Base area to be physically defined, cordoned off and monitored by security in order to prevent access by public (including connections to services such as water / electricity).

- 7.3. No piece of kit from any department will be positioned outside the Unit Base area including sanitisation and refuse facilities.
- 7.4. No cast, crew or contractors will linger outside the Unit Base area.
- 7.5. All cast, crew and contractors to remain 2 metres apart.
- 7.6. Catering provision to follow government and other industry guidance, listed above.
- 7.7. All cast and crew to have easy access to sanitisation facilities for frequent hand washing / disinfecting.
- 7.8. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away. (Wording to be agreed with the Location Authority).

Thank you for your cooperation.