

# LS PRODUCTIONS COVID-19 PROTOCOL

Updated on:  
2nd December 2020 - 3.00pm

Protocols Informed from the following accredited film bodies -



## QUESTIONS?

If there are any elements of production in the current climate that you are unsure of or isn't answered in the document, please don't hesitate to get in touch:

hello@lsproductions.com

## 01. TRAVEL

### Flights in and out of the UK

- Anyone flying in from outside the UK or the Common Travel Areas (Ireland, Isle of Man, The Channel Islands) must also fill out a Locator Form within 48 hours of travelling. They must bring the confirmation with them as this will be requested upon arrival. This is not necessary for domestic flights.
- Flights have resumed, with some reduction in frequency-dependent on air routes.
- Check with the relevant airline(s) for the latest. To be reviewed regularly.

### Train Travel

- Trains are continually resuming services, particularly major routes.
- Regional train services continue to operate on reduced timetables. See National Rail updates for the latest.
- Avoid peak time and wear a face mask.
- Travel by train only if necessary. Travel by car or private vehicle recommended.

### Travel Quarantine

- UK internal travel - no need to self-isolate for 14 days if travelling to the UK from:
  - Countries or territories covered by the travel corridor exemption.
  - Within the common travel area (Ireland, the Channel Islands, the Isle of Man).
  - British overseas territories.
- 14 day quarantine for international travellers entering the UK from countries not on the travel corridor exemption list.

**Note - Directors, DPs and artists travelling into the UK for an APA member commercial production are exempt from the 14 day quarantine. LS Productions is an active APA member.**

• Borders open between countries (i.e. travel between Scotland and England - as long as for work purposes. Good to have documentation to support this).

## 02. LOCATION INFO

### ENGLAND (Inc. London, Manchester and the North of England) Latest guidelines taking affect from July 4.

- The nationwide lockdown has lifted, with some restrictions still in place. Local lockdowns still possible.
- People advised to return to work.
- Social distancing where possible and health protocols in place.
- Able to travel. Self-drive advised or single unit vehicles / large enough vehicles to ensure social distancing.
- Studio shoots possible. Each studio will have their own COVID-19 policies. Follow UK Government guidelines on physical distancing and use of PPE in the workplace as a minimum standard. Adhere to physical distancing (2m apart) wherever possible - placing markers across sites to indicate the 2m distance will help crew to remember this.
- Where 2m is not viable, 1m with risk mitigation is acceptable. Mitigating actions include:
  - Use of masks and/or PPE.
  - Further increasing the frequency of hand washing and surface cleaning.
  - Keeping the activity time involved as short as possible.
  - Using screens or barriers to separate people from each other.
  - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
  - Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Location shoots possible (interior and exterior). Important to allow teams to work in sub groups - for example - art department to dress, then lighting team to go in after and pre-light - cleaning in between and overnight and shooting in locations large enough to allow for social distancing to be adhered to. Providing PPE for people who need to be in close contact (HMU for example).
- Public spaces open (London and Manchester / North of England).
- Suppliers open (London and Manchester).
- Great crew available local to London and Manchester.
- Advised locations are a reasonable travel distance from the crew hubs (London, Manchester, Edinburgh, Glasgow). Most hotels due to re-open from 4 July. Alternative options can be explored if required (private accommodation, Airbnbs, motorhomes etc.).
- Agency/client travel to location can be organised by a private car service upon request.
- Restrictions to be reviewed every 3 weeks.

### SCOTLAND

- Partial lockdown. Local lockdowns still possible.
- People advised to return to work where possible.
- Social distancing where possible and health protocols in place.
- Travel distance restriction now relaxed. Self-catering accommodation permitted.
- All holiday accommodation permitted following the relevant guidance.
- Location shoots possible, interior and exterior.
- Restrictions to be reviewed every 3 weeks.

### WALES

- Partial lockdown. Local lockdowns still possible.
- People advised to return to work where possible.
- Social distancing still in place and health protocols in place.
- Able to travel. Self-drive advised or single unit vehicles / large enough vehicles to ensure social distancing.
- Self-contained accommodations & hotels, B&Bs and hostels that can provide en-suite rooms and provide room service meals permitted.
- Restrictions to be reviewed every 3 weeks.

### NORTHERN IRELAND

- Partial lockdown. Local lockdowns still possible.
- People advised to return to work.
- Social distancing where possible and health protocols in place.
- Able to travel.
- All holiday accommodation permitted, following relevant guidance.
- Studio shoots possible.
- Location shoots possible (Min. 2 weeks' notice)
- Public spaces open.

## 03. PRE-PRODUCTION PROTOCOLS

All pre-production processes to be managed remotely where possible.	Early confirmation of projects encouraged to allow additional prep time to adhere to Covid-19 protocols.	Bespoke location link curated from our database - over 7000 UK wide locations.	Location scouting, VFX mapping and virtual site visits possible for remote recce's.
H&S Advisor to attend tech recce and produce Covid-19 specific risk assessment.	Casting online - real time uploads and remote directing capabilities.	Chauffeur services can be arranged from London to Manchester / Scotland if required.	All cast and crew to sign and return the Health Declaration form as listed in Appendix 1 of the APA Covid-19 Shooting Guidelines before being confirmed.
Production paperwork - LS as proud Adgreen partner has always championed paperless workflows. All documents to be downloaded to personal devices.	Vehicles - All crew advised to self-drive; adequate parking provided by production. Unit vehicles including unit vans will be sanitised before and after production interactions. Drivers will adhere to and be supervised according to safety protocols.	Wardrobe fittings can be done remotely via video conferencing or in-person if required ensuring wardrobe is supervised from a safe distance, wear PPE equipment (as outlined in APA guidelines) and wardrobe sanitation prior and after fitting is adhered to.	Hotels - We are working closely with our hotel and travel suppliers to ensure that all accommodation options presented to our clients observe highest hygiene measures. Shoot and stay options private locations can also be presented depending on location.

## 04. ON SET PROTOCOLS

Rapid onsite testing available, if required. Testing data will be stored in accordance with ICO guidance and GDPR.	Daily briefings to ensure compliance with RA, Covid-19 Supervisor on all shoots, where required.	Unit medic advised on set at all times (potentially could be Covid-19 Supervisor with first aid training depending on crew size).	Staggered call and meal break times.
Temperature checks on arrival. Symptom-checking data recorded in compliance with GDPR.	Wash hands upon arrival and at regular intervals throughout the day. Alcohol-based sanitisers will be provided.	Space markers and colour coded prep and work areas where possible.	Colour coded sub work teams.
Interaction between department kept to minimum.	Floor markings and one-way systems to be implemented where possible.	Remote-monitoring technology to reduce number of people present on set.	Remote video playback
PPE equipment to be provided to all crew. Crew can bring their own, production will be able to supply also.	Regular waste collections and covered bins provided for safe disposal of tissues and PPE.	Radios sanitised, bagged and individually labelled for safe distribution	NHS Track and Trace system to be used for all attending the shoot. If notified individual must quarantine for 14 days and notify production immediately.

<b>4B Hair and Make-up &amp; Wardrobe</b>	<b>4C Art Department</b>	<b>4D Technical Equipment</b>
<ul style="list-style-type: none"> <li>• Where social distancing is not possible Wardrobe and/or HMU crew should limit face-to-face positioning where possible, remain within fixed teams, and PPE equipment to be worn including clear visor/goggles and Type II Face Mask.</li> <li>• HMU teams to follow appropriate barbicide and other disinfecting processes.</li> <li>• Talent where possible to do own hair and make-up / wear own clothes.</li> <li>• Individual make-up brushes and wardrobe bags per artist, cleaned at the end of each day.</li> <li>• Social distanced workstations and changing areas to be set up.</li> <li>• Disposable gowns and equipment to be used where possible.</li> <li>• HMU and wardrobe departments to social distance.</li> </ul>	<ul style="list-style-type: none"> <li>• Props disinfected and quarantine period to be adhered to.</li> <li>• Limit handling of key props to prop master and relevant talent.</li> <li>• If location needs to be dressed art department to have sole access to dress so social distancing measures can be implemented and fully sanitised before next department enters.</li> <li>• Allow time for additional furniture and disinfection of props, furniture and other set dressing when they have been handled, leaned against, etc. by other cast or crew members.</li> <li>• Approve props during prep if possible and view from a distance; by photograph, online or at dedicated table.</li> </ul>	<ul style="list-style-type: none"> <li>• All suppliers to follow strict hygiene protocol measures and all kit to be sanitised prior to leaving suppliers yard.</li> <li>• Process to be put in place for safe handling of items such as camera cards.</li> <li>• Remote monitoring and remote focus to be used where possible.</li> <li>• Allow sufficient additional time to install and strike equipment safely whilst operating under Covid-19 safer working guidance. This should include sanitizing and wiping down kit after each shoot day.</li> <li>• 'Drop Kits' can be supplied if required - 'sterile' basic camera/lighting/audio kits delivered to location and utilised by the talent/subject themselves. Kit can be operated remotely over the internet. Available if requested or shoot to take place where lockdown still in place.</li> </ul>

<b>4B Location / Studio</b>	<b>4E Catering &amp; Craft</b>
<ul style="list-style-type: none"> <li>• Studios and locations to be 'deep cleaned' before and after each shoot and frequently cleaned in the day and evening.</li> <li>• All working, waiting and other communal production areas (e.g. offices, dressing rooms, eating areas, toilets/washrooms, queuing areas) to be deep cleaned daily.</li> <li>• Unit base to be walking distance to location where possible to avoid unnecessary travel.</li> <li>• Depending on location and talent numbers additional artist trailers may be required to adhere to 2m physical distancing and no sharing of trailers between talent. Toilets to be cleaned regularly throughout the day.</li> <li>• Trailers and facility vehicles to be sanitised before use and if / when occupants change. Toilets to be cleaned regularly throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>• Individually pre-packaged food.</li> <li>• Everyone must wash their hands before entering any catering/dining area.</li> <li>• Physical distancing (2m) to be maintained during meal breaks for queuing and eating.</li> <li>• Lunch breaks to be staggered depending on cast and crew numbers.</li> <li>• Disposable, recyclable plates and cutlery provided.</li> <li>• No unwrapped food or snacks to be left out.</li> <li>• Catering crew to wear appropriate PPE.</li> <li>• Water stations to be provided.</li> <li>• If necessary per diems to be offered to crew bringing their own meals to work.</li> </ul>

## 05. REMOTE STREAMING AND LOCAL / ON THE GROUND SUPPORT

	Q-Take playback kit with Stream Module can be provided, enabling various departments to view a live picture via iPad or phone using the Q-Take Monitor app.
	Using the Stream Module app the operator can live stream up to 4 cameras with sound, all in sync with one another to max of 16 iOS devices on set or unlimited number of devices via the internet. Especially useful where people are unable to physically attend the shoot and it is very simple to install and use. User end allows basic adjustment - zooming in on an image or adding system frame lines for example. Live stream is uploaded in real-time.
	This system can work in conjunction with monitoring cameras and video conferencing software to allow for remote talkback.
	If shooting in remote locations where there is no wifi or cellular connection, Satellite trucks can be booked upon request.
	Reduces number of items of equipment that need to be brought on to set and shared between departments if people can use their own device.

## 5.A STREAMING PROCESS

