



RE: COVID-19 CORONAVIRUS COMPANY POLICY

PRODUCTION OFFICE & PRODUCTION STAFF

The welfare of our employees is of great concern to us, so please ensure that all staff act responsibly and take all necessary precautions to the best of your ability. Sanitiser & wipes are supplied at the office to be used regularly. Please also wash hands with warm water and soap.

All staff must read and understand the SA Department of Health protocols in respect of the Alert level at the time: Please familiarize yourself with these protocols before engaging in any business activities at: <https://sacoronavirus.co.za>.

- **All production staff are to work from home (digitally).**
- Staff to engage by phone / Zoom / Blue Jeans / Skype / WhatsApp / SMS - or similar / suitable communication platforms.
- Printers to only be used at home offices (only if printing is essential), otherwise all communications to be digital (by e-mail).
- Staff may only visit the office if it's absolutely essential and for very short visits only.
- Staff and visitors must wear a facemask at all times.
- No more than 6 people may visit the office at any one time and a 2 meters social distancing rule must apply.
- Staff & visitors to the office must sanitise on entry and regularly during their visit.
- Anyone entering the office including Massif staff must complete & submit the health disclosure form and indemnity form (to be digitally submitted).
- No foods may be brought into, or kept at the office.
- Caution to be taken when accepting deliveries. Goods must be dropped outside the office door, sanitized properly and brought inside the office by the staff member / recipient. Do not touch payment or delivery acceptance devices. All goods must be sanitized properly and immediately after receipt.
- No staff or visitors may use the office kitchen or water cooler.
- Visitors to bring their own water.
- No foods allowed at the office.
- No props or wardrobe may be delivered to the office.

EXPOSURE TO THE VIRUS OR EXPOSURE TO ANYONE TRAVELLING TO AFFECTED AREAS

All staff must stay at home in isolation if they have been exposed to anyone diagnosed with or exposed to the virus; or exposed to anyone who has travelled to affected areas since December 2019; or anyone who has tested positive for the virus. If you / they have been tested for Covid-19, we must be advised regardless of the result. Please consult the health department **website** <https://sacoronavirus.co.za>. for specific advice on testing, isolation and quarantine requirements. These notices must be sent to all suppliers when we are dealing with them on any projects and this must be attached to our call sheets.

We strongly advise that you avoid public places and events as prescribed by the government / health department. The less contact you have by being around other people, the less chance you will have of becoming infected & potentially infecting the people around you.

GENERAL HEALTH PRECAUTIONS

To be strictly applied by every person working for or with Massif:

- Wear a facemask at all times. We request that all personnel provide their own cloth face masked as prescribed by the health department and maintain the mask by washing it daily. We will provide masks if required.
- Ensure that you maintain social distancing. At least 1 meter apart.
- Do not touch another persons cell phone.
- Do not gather in groups of more than 10 people in one place at a time.
- NO HANDSHAKING or any physical human contact is permitted!
- Use ONLY your knuckle to touch light switches, elevator buttons, etc. Sanitise immediately afterwards.
- Open doors with your closed fist or hip or elbow. Do not grasp the handle with your hand, unless there is no other way to open the door. Sanitise afterwards.
- Wash your hands with soap for 10-20 seconds and/or use a greater than 65% alcohol-based hand sanitizer.
- Keep a bottle of sanitizer available at hand at all times.
- Cough or sneeze into your elbow or in a disposable tissue and discard the tissue into a bin immediately afterwards.
- Do not touch your face (especially mouth & nose).

PLEASE VISIT THIS WEBITE FOR SANITARY SAFETY PRODCEDURES & INSTRUCTIONS:

<https://sacoronavirus.co.za>.

PRE-PRODUCTION WORKING PROCEDURES TO BE IMPLEMENTED WITH IMMEDIATE EFFECT

The welfare of our clients, employees and suppliers is of great importance to us, so please ensure that everyone acts responsibly and takes all necessary precautions to the best of your ability.

Please be informed of the SA Department of Health protocols in respect of the Alert level at the time: Please familiarize yourself with these protocols before engaging in any business activities at: <https://sacoronavirus.co.za>.

AGENCY BRIEFS & PITCH PRESENTATIONS TO AGENCIES & CLIENTS

We will treat this as we do when dealing with international / long distance clients. We will now only take briefs and make presentations by telecom or video-con. Producer's to co-ordinate this with the agency producers / clients.

CREW BOOKINGS

All film crew and their agents will be sent an indemnity form and a health disclosure from Massif. They are to accept the terms in advance of being confirmed for the production. These forms must be completed and returned to the producer in advance of engaging on the production. Any crew not satisfied with these terms may not be booked on the production unless their job does not entail them coming into close contact with anyone during the course of the production. These forms must be digitally received by the producer before the crew member or supplier 24 hours before their first booking day. Bookings of crew over the age of 60 years of age should be avoided if possible.

BRIEFING SUPPLIERS

All briefings may only be done via telecon or video-con. Producer's to co-ordinate dial-in facilities. This applies to all suppliers and each supplier that is booked on the production must complete the indemnity and health disclosure form.

CASTING

Casting directors to be briefed digitally. Face to face meetings to be arranged as video-calls.

Casting directors must send our digital health disclosure document and the indemnity document to talent agents who must in turn submit these to the cast in advance of attending a casting. The talent must acknowledge and accept these documents. Talent NOT accepting the contents of these documents, must not attend the casting session/s. At the first casting session, the casting director must confirm with all talent that they have read and understood both documents. This can be done on video to avoid signing paperwork.

Casting of persons over the age of 60 years should be avoided if possible. Consultation with the client may be necessary at briefing stages.

Casting directors must co-ordinate the casting sessions with safety and the social distancing regulations in mind. Crew to be called in groups of less than 10 people at a time by way of staggered call times (including the casting director and their staff). Talent can possibly be asked to wait in their cars or outside the premises and be called in one at a time.

Facemasks must be worn by the crew to the session and only removed when at a safe distance in front of the casting camera for the casting performance.

The casting director and staff must wear masks at all times. Crew and casting directors must sanitise at all times.

The social distancing rule of 2 meters in the waiting area must be applied.

Any crew who appear to have any flu-like symptoms must be excused and asked to leave immediately from the casting facility / locations.

LOCATION SCOUTING

Location scouts are to be briefed in writing and / or by video call.

Physical location scout visits are to be avoided if possible / or limited as much as possible. Locations should be selected from location database / agents when possible. If scouts require additional photographs of a location, they should ask the location owner or location representative by digital communication to take the required photo's and submit by e-mail.

Scouts, when representing the company, must apply the social distancing rules, wear a facemask and sanitise at all location sites.

Location owners may be less willing to allow film shoots at their premises during this time, so producers must allow more time for this process than usual. This must be communicated to the clients.

Scouts to submit their presentations digitally.

Location contracts / agreements must be done digitally.

LOCATION TECHNICAL RECCES

We cannot completely avoid gathering people for this function and therefore we need to limit the crew to less than 10 people (including location owners). Rather have notes taken and send feedback to those that are not in attendance. Use video calls where possible

Crew are to stay within the designated film areas. If there are areas that remain off limits this should be made clear before entering the home. All crew to avoid homeowners' toilet/bathrooms and private areas

Crew are to use their own vehicles to travel to the locations for the recce activity and producers must allow additional costs for this. If crew do not have vehicles, they should advise production to provide cash for taxis / Uber. Production must supply digital maps to locations.

Crew are all to complete the disclosure form and digitally submit the completed indemnity form from their personal e-mail address.

Crew are to practice the social distancing 1-meter rule and arrive wearing face masks and to adhere to keeping on their face masks on at all times whilst on the recce. No exceptions. Crew are to advise production if they require a mask to be supplied in advance of the recce.

No catering / drinks will be supplied for the locations recce. Crew must bring their own catering and production will provide a small per diem therefore.

At no time may any crew touch another person's cell phone.

All equipment required for the recce must be sanitized before arrival / delivery.

Hand sanitizers will be supplied for the duration of the tech recce, where soap and water might not be readily available. All crew to make use of these upon exiting their vehicles and before returning to their vehicles.

Location owners may need to be put up in hotels for the shoot period if hotels are accessible. This must be considered / offered and allowed for in budgets.

WARDROBE CALLS

We cannot completely avoid human gathering for this function and therefore we need to limit the crew to as few people as possible and no more than 10 people at a time including cast.

The advertising agency and clients should not attend these sessions if possible. They will be sent images during and / or after this call for approval purposes and a Zoom call can be set up for live viewing. Agency producer to ensure all those responsible from their side to treat this session as one would a normal meeting and be available for the duration of the session/s.

Talent agents must assure production that they have checked with their attending talent that they are healthy before attending this call. The health disclosure form is to be completed by all in advance of attendance if not already supplied.

Cast call times are to be staggered for the wardrobe session/s, so as to allow minimal contact with other people. Cast to stay in their vehicles, and wait to be called, should they arrive early or be delayed.

A cast co-ordinator should be hired to manage the process with distancing in mind. Hand sanitation will be compulsory upon entry and during the session/s.

It is advisable that cast own-wardrobe is used as much as possible and brought to the wardrobe call sessions with them. A hiring fee will apply.

Physical handling of the wardrobe, jewelry & accessories must be responsibly managed. It is suggested that all wardrobe be steamed / sanitized prior to the session and again directly after the session.

Cast must not pull wardrobe over their heads / faces without a facemask on. Wardrobe mistress must not touch the talent in assisting the dressing - and rather ask the talent to adjust wardrobe themselves.

Health disclosure and indemnity form to be completed by everyone attending the wardrobe call if not previously submitted.

Sanitation sprays / liquids must be provided by production and all crew to wash hands before, during and after the session.

PRE-PRODUCTION MEETINGS & SUPPLIER WORK IN PROGRESS MEETINGS

All meetings must only be done via telecom or Videocon regardless of distance from the agency / client / supplier. Presentation discussion material & video material must to be sent via WeTransfer in advance of the meeting.

No paperwork! Everything must be digitally communicated.

FILM SHOOT WORKING PROCEDURES

We cannot completely avoid human gathering for this function and therefore we need to limit the crew to within the legal requirements of containing the various departments into groups of less than 10 people. Each film shoot will identify each person's group and areas will be demarcated to their specific groupings. Only absolutely required on-set crew will be called for the shoot day. Head of Departments to assist this process responsibly.

The film crew quota must be kept to an essential minimum at the planning stages mandated by the Alert Level at the time of production

Health disclosure and indemnity forms must be completed and checked by the producer prior to any persons entering the studio / location.

The wearing of facemasks is essential, and the social distancing and sanitation rules must be strictly applied and monitored throughout the shoot day/s.

Sanitary wipes and sanitation liquids / sprays must be provided by the producer and all crew to wash hands before and throughout the shoot period.

Work surfaces must be sanitized regularly with appropriate, supplied cleaning materials.

A nurse / medic / dedicated responsible safety person must be in attendance on each set with strict instructions to observe for signs / symptoms. Any person on set that is suspected of having symptoms must be asked to leave the set immediately. Anyone observed to be coughing or sneezing must be consulted immediately, and responsible decisions taken.

The nurse / medic / dedicated responsible safety person must do a mobile temperature check with a reliable electronic temperature device or disposable temperature strips and be responsible for constantly supplying sanitizer to working crew.

A safety briefing will be held each day with all crew on arrival at the film studio / or location.

TIERED ARRIVALS AND ENTRY TO SET

Call Time and wrap times will be staggered to avoid congestion. Call time on the clock is only once all crew are cleared. Where possible have a set-up/wrap team (as a split shift day) and an on-set crew

Crew may not gather together in groups of greater than ten people at a time. Every person is responsible towards administering this rule.

TRANSPORT FOR CREW

Where crew are required to share transport, this will be done in line with the Government rules and regulations of face masks and hand sanitisers and sanitisation of the vehicle before and after use

All hired in vehicles to be sanitised by the hiring company between rentals

OPTIMISING WORKFLOW

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

INFORMED CONSENT

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

INDIVIDUAL RESPONSIBILITY

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

STUDIO SHOOTS

Studios to be sterilised before crew come in. Art department to dress and sterilize all props and sets after setup. Timing and budget allowing - potentially have lighting and rigging the day before shoot.

ON SET LOCATION PROTOCOL

Location / home-owner bathrooms / toilets and kitchen sinks to remain off limits. Unit sanitising crew are to come in a minimum of 4 hours before to sanitize working areas, making the location ready to film and also to be sure all the area's that need to be avoided are clearly marked.

During the filming process all non-essential crew should remain outside the home or filming area so as to minimize the clean-up.

Allowance to be made for time to wrap out of a location and bring in a separate cleaning crew to sterilize the location. The cleaning team to bring sanitizers and alcohol spray and be briefed by the location or unit manager to the area's used.

Unit equipment should be sterilized with alcohol spray especially on the prep day and post day. Radios to be sterilized the night before in a box sealed and sprayed with 70 percent alcohol spray and left overnight.

Unit to provide a sanitizing station in a Eezi shade tent with table and masks and rubber gloves and alcohol spray and large roll of paper towel, this station to be used every time a crew member goes to a meal and from a meal, this station to be set up close to meal station. This station can also be used before and after entering the toilet area. Touchless sanitizer spray options to be sourced. Non potable water on set for hand washing purposes and for sterilizing a location and or toilets.

At the end of each shoot day, all disposable sanitary wipes, gloves, masks etc. must be responsibly discarded into sealed waste bags supplied by the location manager.

HOLDING AND COMMON AREAS

Where possible this is to be placed outside. Any seating provided will maintain social distancing protocols and interaction between crew departments will be minimised; this includes meal times

TOILETS

Unit Manager to appoint a Sanitation Officer within their team who will be responsible and dedicated to maintaining all necessary protocols on set to minimise risk. This will include sanitizing toilets after each use. Every 2 hours a full spray down in the toilet. Toilets will be serviced under strict hygienic conditions.

EQUIPMENT HIRE

Gear checks to be handled in a separate space to avoid cross contamination. The crew are to ensure that they sanitise hands before touching any gear. All equipment arriving on a film must arrive sanitised. Equipment to be handled by one person at a time – all touch points to be sterilised between users.

FILM EQUIPMENT SUPPLIERS MUST DELIVER PRE-SANITISED EQUIPMENT.

Each delivery to be accompanied by confirmation of sanitization.

REMOTE VIEWING / VT ON SET

Where possible and budget permitting, production will provide remote viewing for all other people to minimise the number of people on set and risk in the workplace.

Where agency and client are on set - social distancing rules will apply. We recommend having one key decision maker on set to limit delay in remote viewing

Agency and client attendance should be avoided if possible and only if essential they attend, to be in very limited numbers. They must be set up at a distance from the set / at a nearby “base camp” with Video facilities and communication devices to the film director / producer. We will also offer off-site remote viewing system at an additional cost (if available).

SET CONSTRUCTION / ART DEPARTMENT PREP DAY/S

Film Locations and film studios to be professionally sanitized in advance of the film crew arrival.

All set construction should as much as possible be done at the suppliers' premises prior to the shoot and only delivered to the film studio / or location the day prior to filming.

Construction crews must adhere to social distancing and sanitation rules.

On the day of the film shoot, only a standby set-builder should be allowed on set, to remain at a responsible distance from the crew and only be called onto the set/s when required.

Art department personnel may only enter the set area once the construction crew has left the set area.

Scheduled times for the above and the less than 10 persons gathering rule to apply.

Sanitation supplies to be supplied and all to wear facemasks at all times.

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

Smaller prep teams will need to be considered to contain numbers on set. Online purchases will be considered to assist Art department crew staying out of public spaces and malls, basically crowded hot spots as much as possible.

Sterilizing and cleaning of purchases to be worked into schedules in a practical manner, to ensure that before props go onto set they are cleaned and sterilized.

Trucks to be sterilized regularly - Art teams to be educated on correct procedure

All art department personnel to be fully protected with gloves, masks, sanitary sprays and disinfectants. On-camera surfaces to be kept clean and props to be disinfected.

Swing teams to remain off set and only be brought on when needed.

Wrap should be done as soon as possible after the shoot. Only a small team to go in and slowly disinfect props and not have all departments trying to wrap at the same time.

All Art & Wardrobe recons to be handled digitally. All slips to be scanned and mailed with the recon.

HAIR AND MAKE UP / WARDROBE ON SET PROTOCOL AND DRESSING OF TALENT

Separate / distanced wardrobe, make-up & hair stations to be set up allowing only the Wardrobe Stylist and one cast member and Make-up/Hair person and one cast member at a time at their allocated station.

Cast member faces to be cleaned with sanitary wipes beforehand by themselves.

Hair and Make-up will be reserved for lead and featured cast only. Masks / full face shields will be worn by the make-up artists at all times.

Hand sanitising will be done before and after each make-up application. Applicators will be considered single use only. This includes Mascara, Lipstick etc. Any brushes are to be sanitised between use or disposable applicator packs to be considered. All workstation surfaces are to be cleaned between use

The wardrobe stylist is to assist one cast member at a time with hand sanitising between each person. Masks / full face shields to be worn by wardrobe personnel at all times

To the greatest extent possible, talent will be requested to provide their own wardrobe.

Social distancing rules must apply and facemasks worn at all times by the make-up artists.

All wardrobe is to be handled only by the wardrobe mistress and / or assistant and the respective cast member. The wardrobe should be steamed prior to the shoot and after use.

CATERING AND CRAFT

There will be no buffets for catering or craft service. All meals are to be packaged individually – including utensils, preferably in recyclable packaging. The craft table can have individually sealed refreshments and snacks. Social distancing applies.

Bottled water to be supplied in case it was purchased in, plastic wrapping of case to be cut open, as to minimize hands touching other bottles. No cooler boxes and ice on set

All crew to discard of their own used bottles.

Chairs for mealtimes will be supplied – placed 1.8m apart. No tables. Mealtimes will be running to facilitate social distancing protocol.

Catering to be vetted for hygiene and abiding by Covid-19 protocols

Crew will be given catering options 2-3 days before shoot and to confirm dietary choices before shoot day – for pre-packed meals

Per diem for crew opting to bring their own food

POST PRODUCTION

Editors will strictly work remotely. Post production including audio facilities to offer remote viewing / listening for all approvals (Director approval included). Telecon or video con approvals should be arranged. Only where special effects supervisors are essential to advising the director & camera team on set, will one post specialist person be allowed near camera for supervision.

For online approvals provisions must be made for sending hi-res material to the director, agency & clients. It is advised to make allowance for added time in the schedules for this process.

Thank you for your understanding as we aim to protect each and every individual to the best of our ability, whilst trying to keep the business operational for you and for our clients.

COVID-19 / CORONAVIRUS

HEALTH DISCLOSURE FORM

Please complete this before you expose yourself to the production including the film shoot locations/s and the people involved. It is critically important that each individual discloses this information for the safety of others. Anyone not doing so or not willing to do so will be asked to refrain from attending the film shoot location.

NAME: _____ DATE: _____

1	Do you have a cough, fever or flu-like symptoms?	YES	NO
2	Do you have a high temperature?	YES	NO
3	Have you travelled overseas during the last 3 months? Or: Have you come into contact with anyone who has travelled overseas during the last 3 months that you're aware of?	YES	NO
4	Have you been in direct contact with anyone who has contracted the Coronavirus?	YES	NO
5	Have you been tested for Coronavirus?	YES	NO

Please supply any medical conditions or any other information that you feel we should know about that could place you or others at risk particularly in respect of the Coronavirus:

IMPORTANT:

1. Please keep a safe 1 to 2 meters distance from others as much as possible.
2. Do not shake hands with people and try not to touch people as much as possible unless you are wearing gloves and do not touch your face.
3. Wash your hands regularly and use sanitiser as often as possible.
4. If you are using gloves, these should also be washed and sanitised regularly just as you would your bare hands.
5. We have dedicated people to provide hand sanitizing on the set.
6. To avoid infecting surface areas, we will not be supplying catering. Please supply your own catering. We will reimburse your catering for each day. Water bottles will be provided.
7. Please report anyone who is coughing, sneezing or looking unwell to the producer or the medic. And if you are not feeling well at any time, to please report this.

**PLEASE THINK SAFETY & ABOUT THE SAFETY OF OTHERS.
THANK YOU FOR YOUR UNDERSTANDING DURING THIS TIME.**

SIGNED: _____

Please print, sign, scan and mail back to the producer. If you do not have access to print or scan facilities, please video yourself on a cell phone answering the above details and send the video to the producer.

PERSONAL INDEMNITY

In seeking to participate in the film production being produced by The Production Company, Massif Media (PTY) Ltd. for the production of:

For The Advertising Agency:

and

For the Client:

I, (full name):

RSA ID Number / (or Passport number): _____

Residential address:

do hereby warrant and acknowledge:

1. that my general health is good and there is nothing which renders me unfit to undertake providing my services for this production.
2. that I understand and appreciate fully the fact that there may well be risks, hazards and dangers involved to which I may be subjected, more particularly in respect of The Covid-19 Cornoavirus.

I voluntarily assume the risk inherent in taking part in the abovementioned film production and I, together with my heirs, executors and administrators hereby release The Production Company, The Advertising Agency and The Client as well as its officers, servants, agents and representatives, from any duty or care towards me, in connection with my participation from liability from all or any claims that could accrue to me or my heirs, executors and administrators arising out of my participation in the production or in any related activities irrespective of whether such claim or claims arose through the negligence of any person, or from any of the risks, dangers or hazards inherent in the period of my involvement, or of any loss of, or damage to, any property from any cause whatsoever and I further indemnify and hold harmless associated persons against any claims howsoever the same may arise.

Signed at this day of 20

Signed:

Please print, sign, scan and mail back to the producer. Or to be signed in person upon entering the workplace.