

## **Standard Operating Procedures (SOPs) to restart Shooting for films, Television, OTT platform in Odisha**

In pursuance to the notification issued by Ministry of Home Affairs vide order No.40-3/2020-DM-I (A) dated 30-05-2020 and notification issued by Department of Revenue and Disaster Management, Government of Odisha, Order No.3057/R&DM (DM), dated 01-06-2020 the lockdown has been further extended in the entire state of Odisha till 30th June 2020.

Taking into account the requirement of the entertainment sector and the need to restart the activities of the creative economy, the following Standard Operating Procedures (**SOPs**) are recommended to be followed in COVID-19 situation wherein Indoor and outdoor shooting for Films and Television needs to be maintained with mitigation of attendant risks. The safety of people involved in various activities pertaining to the indoor and outdoor shootings by adherence to all guidelines on COVID-19 lay out by Government. This SOP reflects a controlled process, minimizing on-site/on-premises work ensuring stringent measures for safety of all people, and the community involved at large. It also lays out various procedures to be followed and precautions that need to be taken to ensure safe operations with minimal resources, thereby controlling the risk of spread of the pandemic virus. The SOP lays out the pre-requisites to carry out operating process, maximum number of workforce allowed for backend and post production work, Instruction for activities like makeup and other supports and maintaining social/Physical distancing and sanitization protocols.

### **A) Managing Covid-19 Risks on the Set / Studio and Edit facilities**

#### **Educating and empowering partners and employees**

It will be the responsibility of the production house to educate and sensitize all partners, employees and stake holders on preventive measures at various shooting locations, indoor and outdoor. Following would be addressed in the sensitization sessions:

- Awareness about the novel corona virus,
- Precautions to be taken
- Symptoms & stages of infection
- Tests (for symptomatic employees) & tests centers on their areas of

shoot.

- Promote regular hand washing, sanitization and contamination control
- Promote good respiratory hygiene
- Workplace Sanitization and social distancing protocols.

## **B) PRODUCTION OFFICE / TRAILER / TENTS**

- Consider utilizing larger tents with portable A/C or heat in lieu of trailers / motor homes wherever possible.
- Avoid having more than 5 people in trailers at one time.
- Keep windows and doors open to increase ventilation.
- Deliveries should be handed outside of an office or any closed space and wiped down / sprayed with sanitizing solution.
- Whenever possible use disposable, ecologically friendly flatware, plates and cups.
- Place sanitizing wipes at printer station or any other common utility.
- Continuously disinfect remote controls, light switches, etc.

## **C) Studio Premises including Sets**

### **Crowd Control**

- I. Minimize Crew strength to 30% of pre-COVID (not including main cast) crew strength. Identify which all activities can be executed remotely i.e. over video conferencing, email, video sharing etc. Similar exercise to be carried out for film's shoots as well.
- II. All staff members carry identification (ID) card while travelling for shoot. While seeking the permission from Government for travel, necessary permissions to be given by the Government authorities to enable the employee store ach their destination.
- III. Aarogya Setu app to be installed on compatible devices and to be kept on throughout the day

- IV. Precautionary guidelines / signage to be displayed in strategic locations with emergency helpline number
- V. Floor markings at gates and appropriate places with social distancing norms
- VI. Designated people shall be allowed to open doors, gates etc.
- VII. Every producer should ensure minimum 3 washrooms and same to be sanitized every hour on the shooting locations.
- VIII. Sensitization of housekeeping staff will be done on regular basis.
- IX. Any person found COVID +ve during the shoots or during his travel for shoots should be mandatorily given treatment.
- X. Before entering the premises, check people for mild cough or low-grade fever using infra red thermo meter (37.3 degree Celsius or more) and accordingly isolate or advise them to stay at home. In addition to this, every set shall have pulse Oximeter that measures oxygen saturation level in our body. All cases with symptoms of influenza like illness, severe acute Respiratory Distress, fever, cough or similar symptoms shall be reported to nearest Local Authority / Collector.
- XI. Signed declarations should capture their name, age, contact details, blood group, in case of any ailments like diabetes, hypertension, cardiac issues, etc. Every unit should maintain co-morbid data.
- XII. Any pregnant employee or if an employee has their spouse pregnant, they shall not be allowed on the set till further orders.
- XIII. Any cast / crew members above the age of 65 years will be not are allowed at the site.
- XIV. No audience should not be allowed as part of the shoot or even as by standers.

- XV. Daily fumigation of all Sets and Post-Production set-ups including edit rooms
- XVI. Regular cleaning schedule for sets, washrooms and make up rooms, ensure timely toilet sanitation.
- XVII. Practice of wearing masks and face-shields to be made compulsory and hand sanitizers to be given to crew members. Strictly no guests, whosoever, be allowed at the shoots /sets.
- XVIII. Eliminate “open calls” and give everyone assigned time window to arrive onset.
- XIX. Members of each department should disinfect gear during breaks.
- XX. Strive for consistency regarding which pieces of equipment (Camera/printers/laptops/mics/etc) are handled by whom.

#### **D) CASTING**

1. When possible, castings should be done remotely via Face time, Zoom, Skype, etc.
2. Utilize remote casting sessions and call backs with live broadcast capabilities.
3. Schedule auditions and call backs further apart and requires social distancing.
4. If distributing hard copy scripts / sides, dispose of paper after each reading.
5. Eliminate “open calls” and give everyone assigned window to arrive.
6. Encourage actors to wait in their vehicles, not in the waiting area of the casting facility.
7. Have actors check in from outside using their cell phone.
8. One dedicated Casting Assistant should sign all performers in and out.
9. During in-person group auditions, actor scan wear clear face shields and glove, or maintain social distancing.

10. When casting of families, real families should be used when possible so physical contact is kept within an existing family unit.
11. Identify wardrobe specs in the breakdowns to increase the likelihood the actor brings something that can be worn on the shoot.

#### **E) HANDLING OF EQUIPMENT**

1. Members of each department should disinfect gear during breaks inactivity.
2. Minimize the number of people having to touch the same items. This may require additional gear.
3. Strive for consistency regarding which pieces of equipment are handled by whom.
4. All crew that requires tools should bring their own and not allow sharing.

#### **F) Operational Controls**

1. The shooting shall be held in a completely locked down environment and adhering to the Government instructions and rules.
2. It should mandatorily be in the gated and secured premises with 24/7 security like a film studio.
3. Ensure minimal physical contact
4. Crew members will be instructed to maintain minimum distance of 6 feet from each other while performing various activities
5. Masks shall to be worn by all the crew members and other support staff in the premises. Gloves shall be optional.
6. All door and gates to be manned by security guard(s) to open and close the doors, in order to minimize touching of the doors/handles
7. Dedicated personnel on the premise stocheck for fever. Ambulance (combined Medical facilities) shall be there on standby. All those who are checked, shall enter their names and contact details in a logbook.

8. Lunch breaks to be staggered in order to avoid crowd gathering
9. One dedicated resource to be arranged per premise to manage external supplies
10. Ensure that laundry services are being provided daily and soiled cloths are kept separately and washed regularly
11. Minimalistic use of props and avoid any new procurement of equipment on the premises
12. If the sequences such as marriage/market/mela/fight are inevitable then it has to be mandatorily done in closed premises such as film studios only with minimum crew.
13. All staff after entering their premises, shall firstly wash their hands with soap and water, remove clothes worn during travel and wear fresh pair of clothes during their stay in the workplace. Besides, they shall also remove their footwear outside the rooms and slip into fresh socks that each person will be advised to bring from their homes.
14. Social distancing norms shall be followed.

#### **G) Artist Management**

1. Artist shall be encouraged and supported to carry out most of their get up at their residence and visit premises with minimal support staff of only one. Ideally, same person / staff to handle artist makeup and hairstyling
2. All trials and fittings shall be at their residence. Look test and other nuances can be shared over video conferencing
3. Encourage them to carry their own food
4. To reduce artist and contestant interactions on the shoot floor and shows
5. Junior Artists to be avoided / reduced in scenes.
6. Identify wardrobe specs to increase the likelihood the actor brings some costume that can be worn on the shoot.

7. If distributing hard copy scripts / sides, everyone should manage one's own copy minimizing handling multiple touches from others. Dispose of paper after use.
8. Talent and make-up artists should wash their hands with soap/sanitizer before and after session.
9. Mix make-up on a disposable palette and use only one brushes applicator etc. per actor. Possibly assign brush / combs to each actor so not to cross contaminate.
10. Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solution.
11. Consider having the actor (s) show up having done their own make-up /hair.
12. Avoid hair and make-up for secondary / back up actors.
13. PPE must be worn for hair & make-up the duration of person-to-person contact.
14. Face shield should be worn by the Make-up Artist or Hair Stylist.
15. Make-up station should be a minimum of 6 feet apart.
16. Use disposable make-up kits and brushes and dispose of the kit after each application.

#### **H) ACTORS**

- 1) Consider a temporary clear barrier between actors while establishing marks and positions and remove at the last moment.
- 2) Consider alternate shot set-ups, camera angles, lenses, etc.

#### **I) EXTRAS**

- 1 Carefully consider the number of Extras required.
- 2 Have enough space and tables and chairs for Extras holding areas to practice social distancing.
- 3 Provide one pen for each Extra to execute paperwork and instruct them to not share.

## **J) Contestant Management (This is specific to non-fiction shows)**

1. Avoid sourcing of new outfits and costumes. Either existing costumes need to be used or they can carry from their personal wardrobe.
2. Only one person allowed as an acquaintance in case of children as participants. In no case, children below the age of 10 years shall be allowed.
3. Auditions to be conducted through online modes.

## **K) STAFFING**

- 1) When possible, call times should be staggered to avoid large groups converging on a single area at one time.
- 2) Build in time for one department to “step in, step out” at a time.

## **L) LOCATION DEPARTMENT**

1. Sanitize locations thoroughly before and after use.
2. Choose disinfections carefully in order to avoid damage.
3. Permit applications should go in as early as possible in case of new regulations.
4. Provide alternative lodging to house occupants for the duration of the shoot.
5. Maintain space for social distancing during lunch.
6. Provide washing station when there is no access to running water.
7. Have one individual put up and take down all location signs.
8. Limit sets to essential personal only, avoid additional visitors when possible.

## **M) SHOOT MANAGEMENT**

1. Wearing masks / gloves compulsory during shoots except for those on air/on screen.
2. Transparent face shields to be worn by those who come in close contact with the artists and crew like food servers, makeup artists, etc.

3. Carry-boxes of equipment will be disinfected after every shoot.
4. Mics to be labeled with the name of the user.
5. Replace mounting components that cannot be thoroughly cleaned.
6. Utilize boom-only audio when possible.
7. The entire crew will vacate the studio at the end of the day.
8. The Crew will be allowed to leave the Studio at the end of the day, but their re-entry next day will be regulated as fresh as per the Health related norms mentioned earlier in these guidelines and issued by Government from time to time.
9. Protective gear for crew including masks, gloves, etc. as may be required.
10. Annual training workshop for various craftstoupgradeskillsinandaboutsafety measures. This workshop to be organized in the beginning of any new show or film.
11. Daily fumigation of studios
12. Regular temperature screening and Oxygen level monitoring and medical history to be assessed.

**Non-Fiction (Reality shows and similar events):**

1. Bring inefficiencies in the number of crew/technicians (**33% of original strength**)
2. Usage of audience holding area to spread out the crew for meals
3. Reduction of camera unit staff
4. Camera placement to be made suitable to facilitate shooting while keeping in mind the social distancing norms. Minimize use of attendants and their use to be made sparingly
5. For non-fiction shows, seating arrangements shall be as per social distancing norms i.e. separate sofas for seating (and not combined sofa). Judge's table shall be three different tables instead of an extension
6. All the equipment to be sanitized before and after the shoot
7. Ample number of wash basins with disinfectant soap and/or hand sanitizer would be made available near the shoot locations. Every set should have at least 3 - 4 such spots.

8. Ensure that make-up rooms are clean and provided with sanitizers
9. Cleaning of all the common areas to be carried at regular intervals
10. Ensure people don't pass gear.
11. Grip gear should only be handled by the grip department (apple boxes and stands often support other department).
12. Consider ordering additional gear and assign apple boxes and stands to other department.

#### **N) ARTDEPARTMENT**

- 1 Ask owner of the location to reduce personal items until after wrap.
- 2 Make decision on the tech scout; get approvals as early as possible.
- 3 Consider potential value of prep and strike days. This may be combined with location cleaning requirements.

#### **O) ELECTRIC, GRIPDEPARTMENT**

1. More gear may be required to ensure people don't pass gear.
2. Grip gear should only be handled by the grip department (apple boxes and stands often support other department).
3. Consider ordering additional gear and assign apple boxes and stands to other department-person contact.

#### **P) WARDROBEDEPARTMENT**

- 1 Wardrobe fittings should be conducted remotely via Face time, Zoom, Skype, etc.
- 2 Wardrobe planning should be done ahead of shopping and pulling from rental houses.
- 3 Only the wardrobe department should touch clothing, etc. utility's decided what the actor will actually try on.

## **Q) ON-SET COMMUNICATION**

- 1 Devices should be signed out the day before for quick distribution on the shoot day.
- 2 Devices should be individually bagged and handed to the user in its bag.
- 3 No sharing of devices. Replacement batteries should be disinfected in between uses, bagged, and handed to the crew as needed.

## **R) VIDEO VILLAGE SETUP**

- 1 Chairs should be disinfected before and after people sit down.
- 2 Eliminate Directors chairs for plastic chairs as they are easier to disinfect.
- 3 Additional monitors should be set up to allow for social distancing.

## **S) CAMERA DEPARTMENT**

- 1 Crew doing pick-up must handle cases with gloves.
- 2 Cases should be wiped down before loading into vehicle.
- 3 Only camera personnel should handle camera gear including carts, cases, tape, etc.
- 4 Personal equipment should be wiped down upon arrival and before departure each day.
- 5 Each camera crew personnel should have their own non-sharable camera kits.
- 6 Camera prep should be isolated in individual area.

## **T) SOUND DEPARTMENT**

- 1 Disinfect equipment before and after each use.
- 2 Label mics with the name of the user.
- 3 Disinfect mics and transmitters before and after each use.
- 4 Replace mounting components that cannot be thoroughly cleaned.
- 5 PPE should be worn for the duration of person-to-person contact.

- 6 Utilize boom-only audio when possible.
- 7 Some multi-talent scripts may require a second Boom Operator.

## **U) CATERING**

- 1 Hand washing stations should be present.
- 2 Consider staggering lunch to ensure social distancing.
- 3 Eliminate self-serve.
- 4 Utensils should be individually wrapped in plastic (or similar).
- 5 Seating should adhere to 6-foot rule. Order more tables or encourage crew to eat in their own vehicles.
- 6 Serve packed meals as far as possible.
- 7 Encourage cast and crew to bring their own food and / or eat in their car.

## **V) Crew Stay and Accommodation for one month wherever possible in Campus Accommodation**

1. Facility shall be provided for accommodation of the crew in the premises
2. Accommodation of staff shall follow social distancing norms as prescribed in the SOP or by the Government from time to time.
3. This will ensure effective containment and avoid any risks of infection that can be picked up during their travel to and from the studio
4. Production house shall ensure all the necessary facilities are provided to the crew during their stay

### **Stay Facility Nearby**

1. In case accommodation cannot be arranged inside the studio premises, then production house will identify nearby facilities like hotels or housing apartments for their stay
2. The premises to be used exclusively for the shooting crew
3. Accommodation of staff shall follow social distancing norms as prescribed in the guideline.

4. Travel arrangements to and from the studio shall be provided for the crew  
**(In absence of these two) independent stays**

1. In absence of abovementioned arrangements (1.3.1 and 1.3.2) if arrangements for stay is not possible on any shooting locations or nearby places, OR if any employee wishes to stay at home, all such employees would travel to and fro on their own. They shall observe all the rules and regulations laid by the authorities. Such employees can be transported to the location set from the nearby Railway or Bus station in dedicated vehicles.
2. Vehicles that shall be used will be sanitized, adhere to social distancing norms and to be used specifically for the crew members

#### **W) Managing Domestic Travel**

- 1 Travel to be minimized. Travel guidelines (Travel ban etc.) issued by Government must be adhered to.
- 2 Attempt to limit number of people in a passenger van.
- 3 Members of crew (employees and artists) shall observe all Government rules announced from time to time while travelling.
- 4 The necessary permission / passes need to be made available by the concerned competent Government authorities.
5. Transportation of equipment/hard drives from one location to another as and when required also to be allowed.

#### **Before travelling**

- 1 Ensure all persons travelling from/to locations are adequately briefed by a competent person about COVID19.
- 2 Drivers should wipe down inside vans (seats, handles, etc.) Inside and out every time. People exit the vehicle.

## **While Travelling**

- 1 Encourage people to wash their hands with sanitizer regularly and stay at least six feet away from other people during the journey.
- 2 Ensure travelling person carries personal sanitizers for regular usage
- 3 Ensure that they know what to do and who to contact if they feel ill while traveling
- 4 Ensure that they comply with instructions from local authorities where they are traveling
- 5 Require people to wear masks in vehicles.
- 6 Keep windows down when possible to promote ventilation.
- 7 Ensure one driver is assigned to one vehicle for the duration of prep and wrap.

## **Pickup of Outstation Traveler**

- A. The cars and buses would be sanitized first and then shall be sent for pick-up
- 2 Drivers will need to produce medical fitness certificate, wear masks and gloves throughout the travel
- 3 Distribution of masks at the point of arrival along with hand sanitization
- 4 If someone travels from containment zone, will have to follow the local government orders.

## **X) Post Return**

- 1 People who have returned from an area where COVID-19 is spreading should  
monitor themselves for symptoms for 14 days and check their temperature twice a day
- 2 If they display any symptoms, they need to stay at home and self-isolate. This shall include avoiding close contact (six feet or nearer) with other people, including family members
- 3 They should also inform their healthcare provider or the local public health

department, giving them details of their recent travel and symptom

#### **Y) Readiness to handle the situation in case of any positive case**

Following are the steps to be followed in case any positive case of COVID-19 is detected on the set:

- 1 The person shall be isolated immediately.
- 2 The plan shall cover isolation of the concerned person(s) who had been in contact with the person who has tested positive
- 3 Follow the advisory issued by competent authority, to ensure safety of the impacted person as well as the community at large
- 4 Studio shall be fumigated and sanitized extensively
- 5 Shooting and operations shall be halted for 3days
- F. Shoot to be resumed only after safety checks

#### **Z) Edit Set-Up**

##### **Edit Rooms and Equipment**

1. Edit rooms and floors should be sanitized daily
2. Hand sanitizers to be placed on prominent places
3. 33% occupancy for editors in the edit rooms at a time and allotment of work to be staggered across different shifts
4. Edits links will be shared over internet for review and feedback to various stakeholders like channel and creative teams. Ideally, shall avoid physical visit to edit rooms.
5. Social distancing norms to be followed strictly.
6. Use of hand gloves, masks and face-shield is compulsory in the edit suites.
7. Equipment will be sanitized on opening and closing of edit rooms and after work, accessories will safely be covered in plastic bags

## **General Guidelines**

1. For outdoor shootings approval needed from District Collectors/ Municipal Commissioner (in case of Bhubaneswar Municipal corporation area).
2. In all COVID-19 containment zones indoor and outdoor shooting are not allowed till further notification by state government.
3. Through sanitization of offices prior to re-opening. Surfaces (e.g. doors, desks and tables, cubicles, cabins, reception, pantry, toilets, conference, other common areas) and other objects like telephones, keyboards, mouse, desktops, printers, photocopiers, switches etc. need to be wiped with disinfectant regularly. Ensure common areas like lifts and entrance are sanitized at short intervals.
4. Chairs should be disinfected before and after people sit down.
5. Eliminate Directors chairs for plastic chairs as they are easier to disinfect.
6. Hand sanitizers mandatory while entering and leaving, and to be kept at multiple locations in prominent places around the studio. Make sure these dispensers are regularly refilled.
7. Display posters/messages promoting respiratory hygiene in office and on maintaining social distancing and hygiene.
8. Put in place additional measures like temperature / oxygen level checks, compulsory masks
9. Encourage Meetings via Video Conference/Audio Conference - Increase use of digital mediums for meetings
10. Ensure that all outsourcing vendors also adopt such practices at their end
11. Ensure following additional operational safety guidelines to be adopted at each establishment. -Temperature screening at entry. - Doctor at establishment (On standby), - Direct connect to state/city COVID helpline, - Employees showing any flulikesymptomstobereferredtotheconcernedcompetentGovernmentauthori

ty immediately, - Social distancing to be implemented.

12. Access between floors and various areas of the studio to be controlled
13. Sufficient ventilation and air circulation via air conditioning at stipulated temperature
14. Eliminate handshakes, hugs and kisses to say hello.
15. Divide up studio backstage space and / or on-location areas into sections with production teams isolated from each other.
16. Do not use other people's phones or personal work tools.
17. Keep windows and doors open to increase ventilation.
18. Serve boxed meals when possible.
19. Allow and encourage cast and crew to bring their own food.
20. When possible use disposable, ecologically friendly flatware, plates and cups.
21. Incorporate pertinent COVID-19 considerations into Daily Safety Meetings.