

COVID-19

Shooting Guidelines

Version 17- 22nd April 2022

The current Government guidance to people with symptoms of Covid (and other respiratory infections) is to stay at home if they have a temperature OR if they do not feel well enough to work- Also to avoid contact with people whose immune systems means they are at higher risk.

Free testing has come to an end. If, however a person has a paid for test and they test positive for Covid they should stay at home and avoid other people for five days.

The above is Government guidance rather than the law but following the Government guidance is the responsible course of action and these APA Covid Shooting Guidelines requires that productions follow that Government guidance. That takes into account too that production companies as employers still have responsibilities under the Health and Safety at Work etc. Act 1974. By that Act you continue to have a legal duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of anyone who has contact with their business (employees, freelancers, contractors, members of the public etc.). The Management of Health and Safety at Work Regulations 1999 sit beneath this law and provide detail on what a safety management system should look like (e.g., how your business identifies and assesses its risks, takes steps to control them, trains relevant staff, and monitors/reviews its safety processes to ensure they are being carried out correctly and remain effective). The HSE has produced detailed guidance on this. Failure to comply with a business' health and safety duties is a criminal offence.

The purpose of this document is continuing to assist production companies to assess and manage their COVID-19 risks on shoots and identify reasonable and practical steps to safeguard the health and safety of everyone attending a film shoot in relation to COVID-19.

We have omitted most of the general guidance from the earlier version of these Guidelines because either it is no longer relevant, or it doesn't require to be specifically highlighted and we want to ensure the new guidance is not lost in that detail.

The latest UK Government guidance on how businesses should control COVID-19 risks, as well as these Guidelines, should be considered (and relevant parts implemented) as you work through your business' safety management procedure, particularly when carrying out your COVID-19 risk assessment.

In addition, everyone working on the production and in attendance has responsibilities in respect of COVID-19. They can meet them by working in accordance with these Guidelines.

In applying this guidance, productions must:

- Consider how decisions and policies may affect people with different [protected characteristics](#) under the [Equality Act 2010](#) and assess whether any further adjustments should be made in respect of such individuals. Productions are also advised to explore any concerns raised by cast or crew about attending the production, even in cases where protected characteristics do not appear to be relevant.

- Follow [ICO guidance](#) on storing data and testing. Ensure that the General Data Protection Regulation (GDPR) is observed, which will involve understanding suitable lawful bases, notifying people of any testing that is undertaken and completing a [data protection impact assessment](#).

NB: These guidelines are based on the law and guidance for filming in England. Productions based in [Northern Ireland](#), [Scotland](#) and [Wales](#) should additionally check for the relevant devolved Government guidance as it may differ.

Productions should always be sensitive to local restrictions e.g. the requirements of a location in place where you are filming.

APA GUIDELINES

The new Government guidelines recommend the following courses of action, and we recommend you follow those by taking these COVID measures (“the COVID measures”):

If a member of staff or a freelance person you engage is unwell with symptoms of a respiratory infection, which are:

- Continuous cough
- High temperature, fever or chills
- Loss of, or change in, your normal sense of taste or smell
- Shortness of breath
- Unexplained tiredness, lack of energy
- Muscle aches or pains that are not due to exercise
- Not wanting to eat or not feeling hungry
- Headache that is unusual or longer lasting than usual
- Sore throat, stuffy or runny nose
- Diarrhoea, feeling sick or being sick

Then in accordance with your legal obligations as an employer (which in this document means your legal obligations under health and safety legislation) you should advise them to follow [guidance for people with symptoms of a respiratory infection such as COVID-19](#).

You should take the following steps to reduce the spread of respiratory infections, including COVID:

Encourage and enable vaccination

Vaccinations are very effective at preventing serious illness from Covid and other respiratory infections. Promote vaccination and encourage people you engage to get vaccinated as per [COVID-19 vaccination guide](#)

Let fresh air in

Bringing in fresh air to occupied spaces can help to reduce the concentration of respiratory particles, lowering the risk of airborne transmission of respiratory viruses.

Maintain a clean workplace

Keeping workplaces clean reduces the risk of infection and can reduce sickness in a workforce. It's especially important to clean surfaces that people touch a lot.

Staff can be supported to maintain a clean working environment by providing them with cleaning products, soap and hot water, and/or sanitiser.

Require the wearing of face masks in these circumstances

You should require people attending your production to wear a mask if:

- You have someone at a higher risk of becoming seriously ill from Covid who they will be in proximity to.
- When Covid rates are high and people will be in close proximity in crowded and enclosed spaces.
- When eg in winter there are a lot of respiratory illnesses circulating and people will be in a crowded and enclosed space.

Ensure everyone attending a production completes the Health Declaration

The Health Declaration can be found below.

Note:

The engagement of a Covid supervisor is no longer required as the production team, with the support of the crew, can manage the new more limited Covid requirements as above.

There is no longer a legal requirement to carry out a specific Covid health and safety assessment but you are required to carry out a health and safety assessment and that should include Covid risks if there are Covid risk factors e.g. working in a confined space, poor ventilation, people vulnerable to Covid and respiratory illnesses attending.

HEALTH DECLARATION

COVID-19 HEALTH DECLARATION FORM FOR CREW / TALENT / AGENCY / CLIENT ATTENDING SHOOT

As part of our commitment to provide a safe working environment for all on set during the pandemic, we require you to confirm in writing, by signing below, that:

- You have no cause to believe that you have COVID-19
- You will notify us if you have any reason to believe that you are at a higher risk of becoming ill with Covid.
- We may introduce testing as a further measure to mitigate risk onset. If so, you consent to a Covid test.
- We may need to know your vaccination status for proposes of the production (e.g. travel arrangements)
- You will notify us immediately should anything change as regards to the above confirmations.
- You have read, understood, and agree to abide by the [COVID-19 APA Shooting Guidelines](#).
- For the purposes of GDPR you consent to our sharing and retaining your data to the extent that it is reasonably necessary for the safety of you and everybody on the production.

Please provide us with contact details of spouse / partner / home-dweller in the case of emergency on set: Name of resident emergency contact:

Mobile of resident emergency contact:

Print your name:

Signed:

Job Title:

Date of birth:

Date:

Your contact details if we need to contact you to alert you to about any health-related issue after the production:

NB: There is no obligation to pay for any missed work due to a Positive Covid result.