



GUIDELINES FOR SHOOTING

A.	Applicant	Name:
		Designation:
		Address:
		Contact No.
B.	Production Company	Name:
		Address:
		Contact No.:
		Email:
C.	Location Manager	Name:
		Address:
		Contact No.:
D.	Health & Safety	Name:
		Address:
		Contact No.:
		Email:
E.	Permissible Area	

We hereby undertake that we will comply with all guidelines issued by Government of Maharashtra and Municipal Corporation of Greater Mumbai and other local authorities to ensure safe working environment and adhere all social distancing norms, sanitizing and implementing proper hygiene measures, at all times. We have annexed herewith all necessary permissions/ approvals obtained by the Maharashtra Film, Stage & Cultural Development Corporation Limited dated _____, 2020 for shooting at Villa Rashmi. We further undertake to work within the following guidelines at all times to manage the risk of Covid-19:

1. Educating & Sensitising

To organize a session from a certified health and safety consultant to educate and sensitise all personnel, including set hands, light boys, spot boys, stunt teams, cast, camera crew and technical crew etc. present at the location. Following would be addressed in the session:

- a. Awareness and precautions about the Covid-19
- b. Symptoms & stages of infection
- c. Awareness and promotion of regular hand washing, sanitization and contamination control
- d. Awareness and promotion of good hygiene standards

2. Health & Safety

A qualified Health & Safety team shall be present to monitor the location for the entire duration of the shoot. On arrival at the location, all personnel, including set hands, light boys, spot boys, stunt teams, cast, camera crew, technical crew and cratering staff must be screened by the Health & Safety team where they will be required to submit:

- a. Temperature test, check people for mild cough or low-grade fever using contactless infrared thermometer (37.3 degree Celsius or more).



- b. Pulse Oximeter test that measures oxygen saturation level in body.
- c. Report if they have been in contact with anyone suspected of infection.
- d. Clearance from Arogya Setu application.

Every individual on the location must be liable to share the following information with the Health & Safety team:

- i. Are not suffering from any coronavirus symptoms and have not had any symptoms within the last 10 days;
- ii. Have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the last 14 days;
- iii. Are not “shielded” or have any underlying health condition which might make them particularly vulnerable to the coronavirus; and
- iv. Undertake to declare immediately any sign of symptoms or contact with anyone who has symptoms of the coronavirus.

Once personnel have been screened and cleared for work, they will be provided with a wrist band or identity card indicating that they are safe to proceed to the set.

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 and copy of the same should be provided to the owner of the location.

3. Frequent Sanitisation of the Location

The location shall be sanitised thoroughly by a government authorized agency using surface & space sanitizers before setting/ propping starts. The location (where the crew has been and all open areas) will be re-sanitised completely after pack-up every day and all areas will be kept neat and clean all through the shoot, including remote controls and electrical switches etc. with special attention to garbage disposal every 4 (four) hours. Choose disinfections carefully in order to avoid any damage. All toilets should be sanitized every hour. Sanitizing stations should be provided in appropriate areas and make sure there are enough sanitizers and hand wash facility is available to use at the location.

4. General Practices

- a. The shooting shall be held in a completely locked down environment creating a social bubble and adhering to the Government of Maharashtra, Municipal Corporation of Greater Mumbai and other local authorities' instructions and rules, at all times.
- b. Hand washing & sanitising is mandatory for everyone on entry, exit & at regular intervals.
- c. All personnel shall remove their footwear outside the rooms and slip into fresh socks that each person will be advised to bring from their homes before entering inside any room.
- d. Every person on location shall follow all the social distancing norms. Social distancing must be maintained 6 feet between any 2 personnel.
- e. Avoid handshakes, hugs, kisses, sharing cigarettes or other tobacco products and other physical greetings and actions that encourage physical contact between people.
- f. Chewing paan, tabacco, mawa, gutka etc. and spitting is strictly prohibited. Any personnel caught consuming and/or spitting the above will be penalized Rs. 1000 for each instance. Any personnel penalized thrice will removed from the premises.
- g. Every person must wear face shield, face mask and glove covering the nose and mouth at all times.
- h. Avoid touching body parts such as eyes, nose and mouth to avoid possible infection.
- i. Avoid sharing objects such as mobile phones, laptops, pens, work tools, etc.
- j. Strictly no guests/ visitors, whosoever, be allowed at the location without prior clearance from the owner.
- k. Foot operated portable washbasin to be strategically placed at all operational clusters for easy access to soap & water.
- l. Replace mounting components that cannot be thoroughly cleaned.



- m. Daily fumigation of Villa Rashmi.
- n. Utilize larger tents with portable A/C or heat in lieu of vanity vans wherever possible. Avoid having more than 5 people in vanity vans at one time. Keep windows and doors open to increase ventilation. While Government of Maharashtra discourages the use of A/C, should the need arise then the temperature shall be set at 24 degrees Celsius or higher.
- o. Leave of absence must be insisted if anyone exhibits even mild symptoms of illness even if it is regular influenza or cough.
- p. Any person found COVID +ve during the shoots or during his travel for shoots should be mandatorily given treatment and will be prevented to enter the location until end of treatment and for a period of 15 (fifteen) days thereafter.
- q. The entire crew will vacate Villa Rashmi at the end of the day.
- r. Sufficient lunch space shall be provided to all personnel by adhering to 6 feet rule.
- s. Staggered lunch or snacks break to ensure social distancing.
- t. Eliminate buffet or system self-serve and serve only packed lunch to prevent cross contamination.
- u. Foot operated hand washing stations should be present at designated lunch area at all times.
- v. All personnel, including set hands, light boys, spot boys, stunt teams, cast, camera crew, technical crew and cratering staff shall restrict their movement only within the permissible and designated area and shall under no circumstances access or try to access any area which is not permitted or the residential area of the owner without prior permission of the owner.

5. Crowd Control

- a. In no case, children below the age of 10 years and people over the age of 65 years shall be allowed.
- b. Crew strength must be 33% of pre-covid (not including main cast) crew strength.
- c. Signed declarations should be obtained from personnel with 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.
- d. Precautionary guidelines/signages to be displayed in strategic locations with emergency helpline number. Floor markings at gates and appropriate places with social distancing norms.
- e. Designated people shall be allowed to open doors, gates etc.
- f. Have one individual put up and take down all location signs.
- g. Any pregnant employee or if an employee has their spouse pregnant, shall not be allowed on the set.
- h. Eliminate “open calls” and give everyone assigned time window to arrive on set.
- i. One dedicated resource to be arranged to manage external supplies.
- j. Ensure that laundry services are being provided daily and soiled cloths are kept separately and washed regularly.
- k. Minimalistic use of props and avoid any new procurement of equipment on the location.
- l. No elaborate/extravagant sequence such as marriage/market/mela/fight sequence or crowded scenes to be planned till Covid-19 threat subsides.
- m. Consider a temporary clear barrier between actors while establishing marks and positions and remove at the last moment.
- n. Carefully consider the number of extras required.
- o. Everyone should manage one's own copy minimizing handling multiple touches from others. Dispose of paper after use.
- p. Staffing call times should be staggered to avoid large groups converging on a single area at one time. Build in time for one department to “step in, step out” at a time.
- q. PPE should be worn for the entire duration of person-to-person contact and thereafter safely disposed of.

6. Handling of Equipment

Crew of each department should sanitize their equipment before entering the location and during breaks in activity. All crew that requires tools should bring their own and not allow sharing. Carry-



boxes of equipment shall be sanitized before and after every shoot. Mics should be labelled with the name of the user for prompt identification and to avoid sharing. Boom-only audio should be utilised when possible. Only specific department personnel should handle their department specific gear and not otherwise. Each crew personnel should have their own non-sharable equipment kits.

7. On-Set Communication

In order to facilitate communication between team members while respecting the recommended safety distance of 6 feet, devices such as walkies and mobile technology, Bluetooth and Wi-Fi should be used extensively. These devices should be clearly marked for individual use only and not shared under any circumstances. Devices and replacement batteries should be individually bagged and handed to the user in its bag.

8. Artist Management

- a. 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 hair styling.
- b. All trials and fittings shall be at their residence. Look test and other nuances can be shared over video conferencing.
- c. Use disposable make-up kits and brushes when possible.
- d. Mix make-up on a disposable palette and possibly use only one brush, applicator etc. per actor. Possibly assign brush/combs to each actor so not to cross contaminate.
- e. Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solution.
- f. Products should be sealed and disinfected with appropriate disinfecting solutions when not in use.
- g. Consider having the actor(s) show up having done their own make-up/hair.
- h. Avoid hair and make-up for secondary/back up actors.
- i. Make-up rooms shall be sanitized after each occupant vacates the room.

9. Indemnity

We hereby agree to keep you fully and effectively indemnified against all losses, costs damages, claims, demands, actions, proceedings, liabilities and expenses whatsoever, that may incur in connection with or arising from any breach of the abovementioned guidelines by any of our personnel, including set hands, light boys, spot boys, stunt teams, cast, camera crew, technical crew and cratering staff etc. In event of any dispute or disagreement with respect to adherence of the aforementioned guidelines or entry of any personnel to the location, the decision of the owner shall be final and binding.

10. Documents

The following documents must be provided to the owner of the location:

- a. A copy of daily logbook with, name, age, contact no., address and time of all personnel entering the location as per Annexure - A.
- b. Sanitizing schedule sheet of the location with date and time duly signed by our representative as per Annexure - B; and
- c. Maintain a copy of proof of identity of each personnel entering the location should the authorities require the same for contact tracing.

Applicant

Location Manager

Health & Safety

Name:
Designation:
Date:

Name:
Designation:
Date:

Name:
Designation:
Date:



Annexure – A

Log-Book of Personnel

Date: _____



Annexure – B

Sanitisation Schedule

Date: _____