

CODE OF CONDUCT
RECOMMENDATIONS FROM THE GERMAN PRODUCERS ALLIANCE –
ADVERTISING SECTION – *Version 05 (13/10/20)*

#PreventInfection

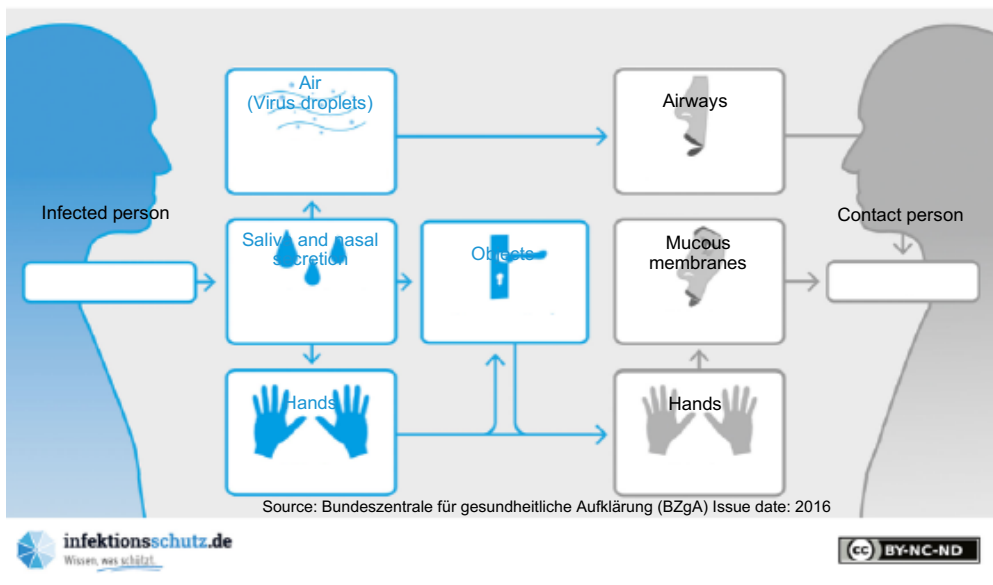
PROTECTION AGAINST INFECTIONS at work and everywhere:



- Wash hands frequently for at least 20 seconds
- Avoid close contact with people who are unwell
- Sneeze and cough into the crook of your elbow
- Only use Kleenex once
- Stay home if you are unwell

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Transmission routes of respiratory infections



1. BASICS

- The health of all concerned should be paramount.
- Face masks should be introduced everywhere as obligatory working equipment.
- A risk assessment manager should be appointed for every production but should not be responsible for other film production areas. The risk assessment manager's duties will include, for example, the development, execution, logging, and documentation of precautionary measures on the set in accordance with the Code of Conduct; the enforcement of precautionary measures on location; functioning as the point of contact for all persons present at the shoot; solving problems, identifying improvement options, or recommending new precautionary measures, etc.
- E-mailing information on the precautionary measures for the shoot to everyone involved one or at most two days before the shoot begins (including staff, crew members, actors, extras, catering, and agency and client representatives) together with the request to sign a confirmation that the person will comply with precautionary measures and to provide a confirmation that they do not have symptoms/risk contacts.
- Direct contact with other people must be reduced to a minimum. The minimum distance of 1.5 m must be maintained. The minimum distance of 1.5 m may only be undercut in comprehensibly justified exceptional cases. At least one face mask/mouth-nose cover must be worn as a substitute protection measure.

2. PROJECT PLANNING

PRE-PRODUCTION AND HYGIENE IN THE PRODUCTION OFFICE

- If staff should show symptoms of illness, then they should stay home to protect themselves and everyone else and get tested for Covid-19 as soon as possible.
- The safety distance a minimum of 1.5 meters between people should be maintained.
- Seating plans should ensure that everyone sits back to back or far enough away from each other or, alternatively, temporary partitions can be installed to reduce the risk of infection.
- All staff who are not urgently required in the office should be given permission to work from home.
- It should be ensured that everyone has a designated, fixed workplace – the same applies to telephone systems.
- Lunch breaks should take place in shifts to avoid groups of people in the catering area and maintain minimum distances.
- Instructions should be issued on the maximum number of people allowed in communal areas at any one time (e.g. kitchenettes, patios, etc.). These instructions should comply with the recommended minimum safety distance and should be monitored.
- Regular, daily disinfection of surfaces and door handles should be guaranteed. Both staff and cleaning personnel should be briefed on this.
- Regular disinfection of work equipment such as laptops and telephones should be guaranteed.
- Where possible restrooms should have recycled paper hand towels instead of normal towels.
- Meetings such as PPM and approvals etc. should be held only as REMOTE meetings via video conferencing.

GENERAL

- Scripts: Submitted scripts should be assessed for their viability in the current circumstances (e.g. location size, contact between actors, mass scenes, filming in public spaces in general).
- [Actors: here we are referring to page 4 \(In front of the camera\) and following \(protection level concept\) of the letter of the BG ETEM dated 21/07/20.](#)
- Shooting workload – Safety over cost pressure. People who are under pressure sometimes forget about hygiene measures. On the one hand, fewer shots should be planned to take the pressure off the shooting day and, on the other, where necessary an additional day of shooting should be planned. In addition to this, agencies and clients should be made aware and informed of this in good time so that a joint decision that benefits the health of all the persons involved can be made.
- The production company should provide a realistic cost estimate for additional costs for Risk Assessment Manager, masks, disinfectants, eventually PCR-Tests and longer shooting times because of precautionary measures (measuring temperatures, safety briefing, etc.).
- The production company should provide a realistic cost estimate for longer erection and dismantling times within the scope of shooting (e.g. longer motif hire because of staggered erection times).
- Estimation of the risk situation for the shooting period and decision on the precautionary measures to be taken for the respective project.
- This “Code of Conduct” should be sent to the whole team and the rules on the set should be pointed out – or should be an annex to the call sheet / scheduling. Hygiene instructions and precautionary measures (**according to BG ETEM specifications**) should be available to all crew members as a notice displayed on set and be sent with the schedule in advance.
- Staff should primarily be requested to observe hygiene standards autonomously and to maintain the minimum safety distance at all times.

- Check whether regular hand hygiene with fresh water is guaranteed on location.
- Specialist staff should be employed to monitor and ensure compliance with hygiene measures (risk assessment manager and cleaning staff).
- Regular disinfection of surfaces in all lounges and mobiles, make-up rooms and wardrobes and mobile wardrobes, production rooms and mobiles, vehicles etc. should be guaranteed during shooting preparation and shooting. For this purpose, the risk assessment manager should prepare written and verifiable documentation that also shows which disinfectants have been used.
- Fittings should be carried out with as few participants as possible and the following approvals should be carried out via photos.
- All project participants, including agency and client representatives, should be informed in writing regarding safety-relevant details of the shoot. These include, among others:
 - Number of people (models, creatives, actors) on location
 - Design of the motifs (single or group motifs)
 - Location (studio, outdoor, external location)
- Notice that the actors should take care of their hair and make-up on their own under the supervision of the make-up artist and use of the recommended protective materials such as gloves and face masks, possibly visors in front of faces, as well as regular disinfection of working utensils. This item should be discussed in advance with the actors.
- Notice to all persons coming to the shoot, including agency and client representatives, that travel by public transport should be avoided.
- The number of all persons involved, including agency and client representatives, should be kept to an absolute minimum.
- The service providers of all departments should be required to ensure that all vehicles, equipment, etc. rented for the shoot have been cleaned and disinfected. For this purpose, written and verifiable documentation should be prepared that also shows which disinfectants have been used.

3. SHOOTING

BEFORE THE CREW, ACTORS, CLIENTS, AND AGENCIES ARRIVE ON LOCATION

- Regular disinfection of the film location including door handles and surfaces as well as all lounges and mobiles, mask rooms and mobiles, wardrobe rooms and mobiles, production rooms and mobiles, vehicles and all shared areas, etc. should be guaranteed.
- Instructions should be given to the security personnel and cleaning staff at the film location (by the risk assessment manager).
- Fresh water connections should be guaranteed for catering. There should not be buffets or exposed food and snacks. Compliance with the required hygiene standards should be guaranteed **(according to BG ETEM specifications)**. Lunch and dinner should be served in food boxes. All catering staff should wear gloves and face masks when handling food, etc.
- As a general rule, catering meals (breakfast, lunch and dinner) should be handed out in sealed lunch and dinner packages.
- Lunch breaks should be implemented in two shifts so that minimum safety distances can be maintained.
- It should be ensured that sufficient tables and chairs are provided for the breaks to allow compliance with the safety distance of at least 1.5 meters when eating.
- In order to avoid more people gathered around one monitor, the team should be provided with monitors/devices which offer streaming possibilities – such as smartphones, tablets, etc. This could be particularly important for the make-up and costume teams if they are not included on the “closed set” to guarantee continuity and avoid mistakes.
- All trips and collections should be made with a limited number of persons in the vehicles:
 - Minivans: Maximum 4 persons plus the driver
 - Cars: Maximum one person plus the driver

ON ARRIVAL AT THE LOCATION

- Access to the film location should only be possible through ONE entrance, so that no-one has uncontrolled access to the film location. It would be optimal if there was an equally separate exit - this would provide a direction of movement and facilitate the working process.
- A list must be kept on set, containing all contact details of people present (those who are not already noted on the call sheet).
- Before entering the location, the production should offer all persons involved in the shooting, including agency and client representatives, the opportunity to use the recommended protective materials, such as gloves, face masks and face shields, provided free of charge by the production. Furthermore, it should be pointed out again that all persons should wash their hands thoroughly with soap and, if necessary, use the disinfectant provided by the production.
- Before starting work, a "Health, Safety and Hygiene on Location" announcement should be made by the first production manager, production manager or risk assessment manager. This announcement should also include a review of the content of the Code of Conduct and again mention the instruction to wash and disinfect hands regularly and to maintain a safety distance of at least 1.5 meters between people.

DURING THE WORK ON LOCATION

- As a matter of principle, the number of people on location should be kept as low as possible. Persons who are not absolutely necessary should not come to the film location. This applies to the entire production staff, the entire crew, and agency and client representatives.
- If symptoms of illness occur, the project manager will be informed as soon as possible. (If necessary, a replacement must be found if the person concerned is indispensable for the execution of the production.)
- Disinfection of the film location including door handles and surfaces as well as of all lounges and mobiles, mask rooms and mobiles, wardrobe rooms and mobiles, production rooms and mobiles, vehicles, and all shared areas, etc. should be carried out regularly.
- The actors should change their clothes themselves.
- If possible, actors should do their make-up independently under the guidance of the make-up artist.
- Styling artists and make-up artists should wear a visor in front of the face in addition to gloves and masks.
- In order to avoid more people gathered around one monitor, the team should be provided with monitors/devices which offer streaming possibilities – such as smartphones, tablets, etc. This could be particularly important for the make-up and costume teams if they are not included on the "closed set" to guarantee continuity and avoid mistakes. Alternatively, an extra continuity person could be present on set with a mirroring monitor to ensure that information is passed on to styling, make-up, the art department, etc.
- If possible, actors should be asked whether they could bring their own wardrobe, for which there might be extra payment.
- No Porta-Potties or chemical toilets should be booked, instead toilet trailers with enough soap, disinfectant, only paper towels, dry towels, etc. must be hired for the shoot.

4. POST-PRODUCTION

Wherever possible, approvals (offline, online), grading, and voice recordings, sound editing, etc. should take place remotely. There are numerous tools for this purpose.

We also refering to [pages 6 and 7 of the letter from BG ETEM dated 21/07/2020 \(voice over production/synchronization\)](#).

5. GENERAL INSTRUCTION

We explicitly point out that daily and country-specific regulations are subject to change.

Important laws and reference works

- German Protection Against Infection Act
<http://www.gesetze-im-internet.de/ifsg/index.html>
- Johns Hopkins University & Medicine
<https://coronavirus.jhu.edu>
- Johns Hopkins University & Medicine COVID-19 Map
<https://coronavirus.jhu.edu/map.html>
- Robert Koch Institute
https://www.rki.de/DE/Home/homepage_node.html
- German Federal Ministry of Health
<https://www.zusammengegenercorona.de>

Sources:

- BG ETEM SARS-CoV-2-Arbeitsschutzstandard Empfehlungen für Filmproduktionen
<https://medien.bgetem.de/medienportal/artikel/UzMwMA-->
- BMAS CoV-2-Arbeitsschutzstandard (Stand 16.04.2020)
https://www.bmas.de/SharedDocs/Downloads/DE/PDF-Schwerpunkte/sars-cov-2-arbeitsschutzstandard.pdf?__blob=publicationFile&v=1
- SARS-CoV-2-Arbeitsschutzstandard für das Friseurhandwerk der BGW (Stand 20.05.2020)
https://www.bgw-online.de/SharedDocs/Downloads/DE/Branchenartikel/SARS-CoV-2-Arbeitsschutzstandard-Friseurhandwerk_Download.pdf?__blob=publicationFile
- SARS-CoV-2-Arbeitsschutzstandard für Kosmetikstudios der BGW (Stand 20.05.2020)
https://www.bgw-online.de/SharedDocs/Downloads/DE/Branchenartikel/SARS-CoV-2-Arbeitsschutzstandard-Kosmetik_Download.pdf?__blob=publicationFile
- Ergänzung der Gefährdungsbeurteilung im Sinne des SARS-CoV2 Arbeitsschutzstandards Branche Gastgewerbe der BGN (Stand 29.04.2020)
https://www.bgn.de/?storage=3&identifier=%2F604535&eID=sixomc_filecontent&hmac=c6106a15cfc724f342b5f4fd8f5f0ce2130f440
- BG Verkehr - Faktenblatt „Coronavirus – Infektionsschutz im Taxigewerbe“ (Stand 05.06.)
<https://www.bg-verkehr.de/coronavirus/tipps-fuer-unternehmen-und-ihre-beschaeftigten/taxi>
- SARS-CoV-2-Arbeitsschutzstandard der VBG (Stand 09.07.2020)
http://www.vbg.de/DE/3_Praevention_und_Arbeitshilfen/3_Aktuelles_und_Seminare/6_Aktuelles/Coronavirus/Brancheninfos_Arbeitsschutzstandard/Buehnenstudios_Probenbetrieb.html

Corona virus precautionary measures



Regular hand washing with soap, approx. 30 seconds



Do not touch face with fingers – particularly mouth, eyes, or nose



Avoid shaking hands and hugging



Sneeze/cough into disposable Kleenex or, if not available, your elbow, dispose of the Kleenex



Preventing Infections

Protect yourself and others

- 1 Air rooms regularly
- 2 Sneeze into the crook of your elbow
- 3 Keep your distance
- 4 Don't touch your face
- 5 Only use Kleenex once
- 6 Don't shake hands
- 7 Wash your hands

- 1 Use liquid soap – it's more hygienic
- 2 Place soap on palms and rub together
- 3 Apply soap to backs of hands thoroughly
- 4 Interlink fingers and rub together
- 5 Wash thumbs with the fingers on your other hand
- 6 Wash wrists with the fingers on your other hand
- 7 Rinse thoroughly under running water
- 8 Dry thoroughly with a clean cloth

PROTECTIVE EQUIPMENT



MOBILE STATIONS FOR HAND WASHING & DISINFECTION

