SOP FOR MEDIA PRODUCTION
Guiding Principles 1/6

- Non-essential activities shall not be allowed in containment zones

- Higher risk employees to take extra precautions, preferably not to be exposed to any front-line work requiring direct contact with public

- Use of face covers/masks at all public and workplaces mandatory

- Practice frequent hand washing with soap or alcohol-based hand sanitizers

- Provisions for hand sanitization at entry points and in work areas
Guiding Principles

1. Spitting to be strictly prohibited

2. Respiratory etiquettes to be strictly followed

3. Thermal screening at entry points & only asymptomatic individuals to be allowed

4. Use of Aarogya Setu App shall be advised

5. Designated Entry & Exit for all shoot locations & workplaces
STANDARD OPERATING PROCEDURE ON PREVENTIVE MEASURES FOR MEDIA PRODUCTION

Guiding Principles

3/6

Proper crowd management in parking lots and outside the premises

Specific markings to be made with sufficient distance to manage the queue

Posters/standees/AV media on preventive measures to be displayed prominently

Seating arrangement to be made to follow adequate social distancing
No-contact transactions should be preferred by using online bookings, use of e-wallets, QR code scanners

Number of people in the elevators to be restricted, duly maintaining social distancing norms

Frequent sanitization of the entire workplace, common facilities, and all points of contact

Disinfection of the premises to be taken up if a person is found positive
STANDARD OPERATING PROCEDURE ON PREVENTIVE MEASURES FOR MEDIA PRODUCTION

Guiding Principles

5/6

Self-monitoring of health by all and reporting any illness at the earliest

Suitable provisions may be made for temporary isolation of any suspect case that may get reported

COVID-19 related stigmatization to be dealt strictly

Travel related guidelines to be strictly followed
For air-conditioning/ventilation, the CPWD guidelines shall be followed

- All AC devices to be in the range of 24-30°C
- Relative humidity to be in the range of 40-70%
- Recirculation of air to be avoided to the extent possible
- Intake of fresh air should be as much as possible
- Cross ventilation should be adequate
Physical Distancing Guidelines

1/2

Physical distancing of at least 6 feet to be followed as far as feasible

Scenes, set-ups, camera locations, food arrangements etc. to be planned maintaining physical distancing

Involve minimum number of cast & crew members during the shoot

Visitors & audience not to be allowed on sets
Physical Distancing Guidelines

For outdoor shooting, coordination with local authorities to be ensured to manage spectators

Resting or stay-over facilities to be planned while adhering physical distancing

Staggered call & pack-up timings for different production units to be ensured
STANDARD OPERATING PROCEDURE ON PREVENTIVE MEASURES FOR MEDIA PRODUCTION

Measures for Sanitization

- Common locations such as sets, make-up rooms, washrooms, etc. to be regularly sanitized

- Sensitive equipment to be sanitized before & after the shoot

- Measures for the safety of sanitization staff like adequate provisions of gloves, masks, PPE, etc. to be undertaken
STANDARD OPERATING PROCEDURE ON PREVENTIVE MEASURES FOR MEDIA PRODUCTION

**Human Resource** Related Measures

- As far as possible, the practice of work from home to be followed

- Communication & training on COVID-19 precautions to be conducted with the cast, crew & other staff

- Do’s and Don’ts shall be communicated at prominent points at the workplace using posters & infographics
Measures for Contact Minimization

- Face mask mandatory for cast & crew, except for on-camera actors
- Sharing of costumes, equipment, etc. to be kept at minimum; persons handling shared equipment to wear disposable gloves
- Make-up artists & hair stylists to use relevant PPE. Artists to be encouraged to do their styling remotely
- Lavalier lapel mics to be avoided. Direct physical contact with the diaphragm of other mics to be avoided
- Minimize the use of props. Sanitization of props to be done before & after use
STANDARD OPERATING PROCEDURE ON PREVENTIVE MEASURES FOR MEDIA PRODUCTION

Responsibilities of Supervisor

1. Keep record of Zones where the workplace exists

2. Ensure all concerned have installed Aarogya Setu App

3. Monitor contacts between various personnel, observance of precautions and sanitation protocols

4. Keep a record of the medical history, travel history and a check on the health of the cast & crew
Responsibilities of **Supervisor**

1. Identify nearby authorized hospitals/testing facilities to treat and/or test suspect COVID-19 cases

2. Earmark quarantine areas for isolating employees showing symptoms of COVID-19

3. Support health authorities for contact tracing in case of contingencies