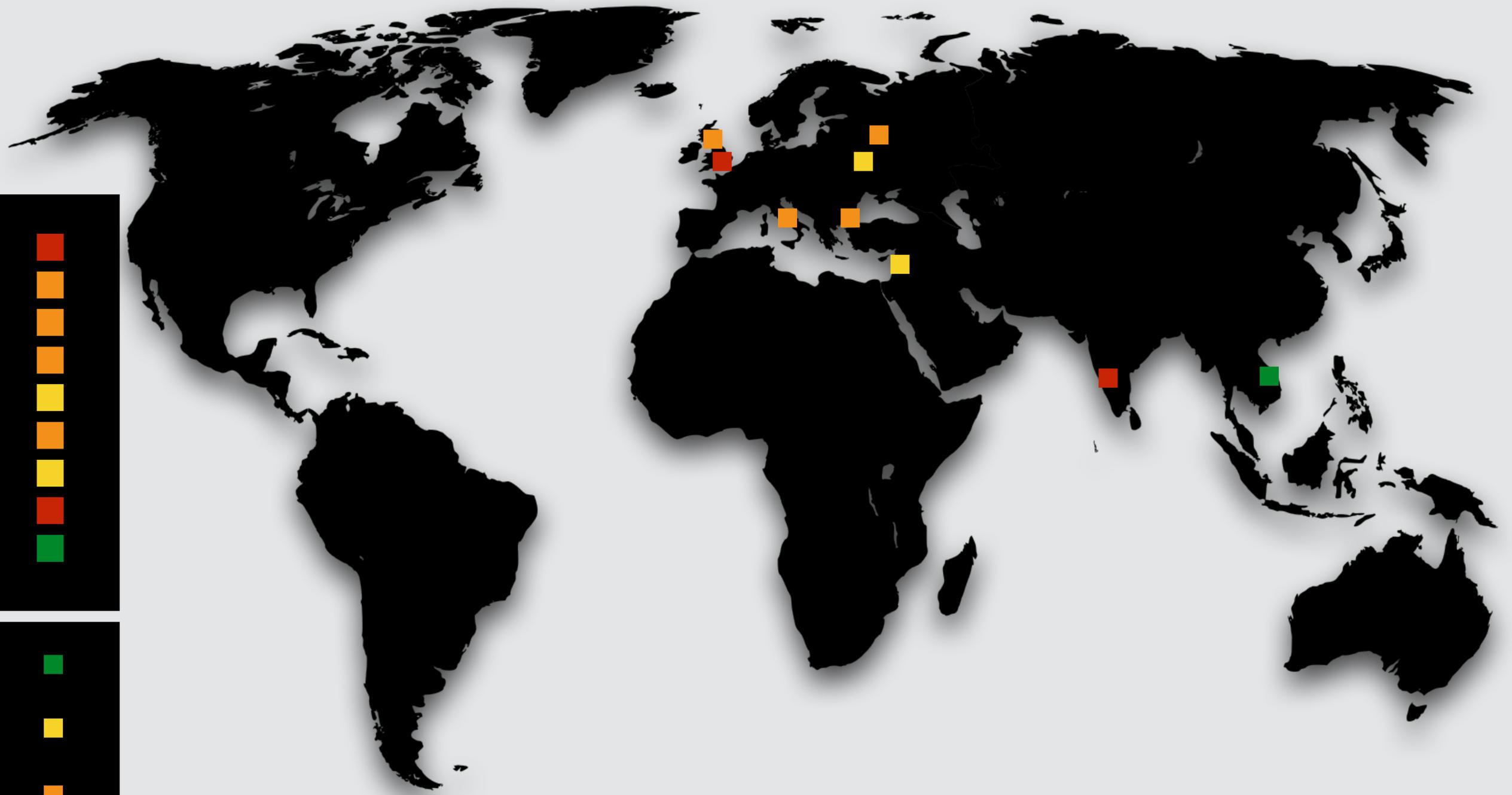


· · · · · N E X T T H I N G

PRODUCTION
COMMUNICATION
NEXT THING

COVID-19 UPDATE AND PRODUCTION PROTOCOL



LONDON (HQ)	Red square
MANCHESTER	Orange square
MILAN/ROME	Orange square
WARSAW	Orange square
PRAGUE	Yellow square
ISTANBUL	Orange square
BEIRUT	Yellow square
MUMBAI	Red square
SHANGHAI	Green square

SHOOTING POSSIBLE	Green square
POSSIBLE WITH LIGHT RESTRICTIONS	Yellow square
POSSIBLE WITH GREATER RESTRICTIONS	Orange square
DIFFICULT TO IMPOSSIBLE	Red square



COVID-19 UPDATE BY TERRITORY





LONDON
MANCHESTER



...NEXT THING

1. We have not been told we cannot work/shoot
2. However there is no official government guidance, advice or protocol yet
3. There is also no reliable means of testing
4. Potential to shoot with small crews in studio, maintaining 2 metres distancing wherever possible
5. Remote shoot capabilities in our studio in Manchester with skeleton crew and live feeds from set for non-essential shoot participants (non-local Director, Clients/Agencies etc)
6. Other safety measures should be in place, including relevant PPE (masks, gloves, hand sanitisers etc)
7. Major camera and lighting companies are closed, however smaller private companies may be operational
8. Major studios are shut but some private studios/locations are available for shooting (<http://sut5.co.uk/l/c.php?c=7165&ct=248050>)
9. There are no specific rules on travel but avoiding public transport is recommended
10. Shooting outside/on streets is difficult as no permits will be granted by (closed) permit offices and shoots/crews are likely to be disbanded by the police
11. Legal liability is a potential issue in that you're unlikely to be proven guilty for someone contracting the virus on set as it would be impossible to determine if it came from there. However you may be subject to a criminal investigation and prosecution
12. There is no insurance available against Coronavirus risks



above broadly based on Advertising Producers Association, UK update (25/04/20)



Italian Shooting Protocol

1. Preliminary check of the location / set in order to identify entries and exits, ventilation system, spaces for the production that can allow to avoid crowd and keep social distance.
2. Only one production company is allowed on a specific set/studio
3. A member of the production company or an external consultant is appointed as “COVID19 – Responsible”
4. A complete information written guide must be given to all people on set and a security briefing must be held at the beginning of the shooting day.
5. During the briefing the “COVID19 Responsible” must explain to everybody what follows: correct usage of protecting material like mask, gloves, suit, social distancing, antiinfection procedures, position of disinfecting stations and all the antiinfection measures.
6. Set must be sanitized by a professional company the day before and the day after every day the set is used.
7. The COVID19 Responsible must measure body temperature to all people on set at the time of their arrival and get them to sign a document where they declare, at their knowledge, they had no contact with people infected by COVID19
8. The COVID19 Responsible must be on set all time and he must monitor that everybody on set will respect and follow all the procedure and indication for safeness and security.
9. All people on set must wear gloves and surgical mask (prevention level 1)
10. Dedicated places where to drop prevention material (mask, gloves, suit and others) needs to be created and well pointed.
11. External supplier must provide documentation about adoption in their own company of all the antiinfection procedure and the obedience of the production protocol
12. Suppliers must sanitize all equipment and provide documentation
13. External supplier must stay inside their vehicles and get out of them only for the time strictly needed
14. hygienic products and disinfectants must be provided on set to be sprayed on equipment
15. Crew members who cannot keep social distance like camera crew, styling, make up or others, must wear protection2 items:
FFP2/3 mask without valve, gloves, suits, protection glasses and protective cap.





MILAN/ROME

...NEXT THING

16. Production plan must take in account any possible action in order to allow social distancing in space and time.
17. Minimum distance between people is 1 meter
18. Crew must be limited to the minimum
19. Is not allowed to smoke on set or to use smoke machine
20. Set/studio must be “air refreshed” during lunch-brake and at the end of the shooting day
21. Sealed beverages must be provided for the crew
22. Sealed trays must be provided for lunch-brake form company allowed by the COVID19 Italian regulation. Consumption must happen keeping social distancing
23. Presence of Agency and Client must be reduced to minimum (two people). All others can participate remotely
24. Maximum time allowance for a working day is 12 hours from call to wrap

Rules for Actors and Extras:

1. Actors and extras are the only persons on set who are allowed to remove mask and gloves but only in front of the camera or during make up
2. During make up they must be in a one to one section with makeup artist or hairstylist who must wear protection 2 rigs
3. Once the make up section is over, actors and extras must wear again rigs protection 1 and move in an area where they can keep social distancing
4. Even if once actor at the time on set is the highly recommended procedure, two actors on set is allowed but they must keep a 2 meters minimum distance. No more than 2 actors is allowed.
5. When the face of an actor is not visible the actor himself must wear the mask
6. Any other action to increase security is recommended: Keeping more distance, glasses, shooting from one ambience to another ...
7. If a scene with proximity between actors is required, the actors must belong to the same family and they have to sign a declaration that they live in the same apartment or place.
8. Numbers of actors/extras on set must be kept to the minimum





WARSAW

1. Shooting has never been prohibited during the coronavirus lockdown (in that the government permitted all businesses to carry on subject to meeting regulations put on all companies)
2. Those regulations included relevant distance between workers, hand washing/sanitising with relevant instructions, disinfection of equipment, surfaces etc
3. However there were no specific film industry guidelines provided by the government, instead the local producers association provided recommendations for production companies to follow
4. No large shoots in public spaces should be organised, however work at studios or in small inclosed locations can and has been taking place
5. With the country now in phase two of their exit plan from Coronavirus, the expectation is that the industry will return to regular activity by the end of May/beginning of June
6. Insurance claims against Coronavirus treated almost like a force majeure in that claims for non-appearance of key crew or talent due to illness, sudden unavailability of chosen locations etc etc will not be considered
7. The full list of the precautions to be taken shot current shoots (as recommended by the local producers association) are the following:
 - Interviews and health condition statements from each crew member prior to the shoot
 - Employing a medical or sanitary consultant when on set and following their commands closely
 - Relevant supplies of sanitisers and detergents and clear instructions on how and when to use them
 - Hand washing detailed instructions – medical / surgery type
 - Reducing film crews in size and allocating parts of the production process for remote approvals, camera signal streaming (casting, cctv, edit presentations)
 - Individual transport for all people arriving on set
 - No self-service catering – only pre-made food, individually packed, no common space for meals
 - Additional staff responsible for sanitising, cleaning and disinfection (specialised companies to use ozone)
 - Clear HSE communication on set throughout entire shoot and strict obedience to the rules
 - Personal protection items – masks and gloves supplied by the production company





PRAGUE

...NEXT THING

1. Shooting/production is allowed following government legal act and industry-wide protocol
2. Social distancing and relevant PPE (face masks, hand sanitisers, disinfection for equipment/art department etc) to be provided by production
3. Pre-packed and sealed catering with social distancing for on-set meals
4. Talent not required to wear face masks while on camera but must be warn at all other times
5. EU citizens (incl. UK, Switzerland, Lichtenstein, Norway and Iceland) allowed to enter the Czech Republic for work/business reasons providing the following conditions are met
 - a negative coronavirus PCR test certificate that is no older than 4 days to be submitted
 - need to prove they are traveling for work/business reasons
 - if staying longer than 72 hours must notify the Czech Ministry of Foreign Affairs advance via an online form
 - if staying longer than 14 days, must go for another coronavirus PCR test (repeatedly each 14 days)
6. Citizens from other nations (outside EU and the additional 5) are not permitted to enter the country - this could be reviewed and revised mid-May
7. Some flights already open to Prague however more will be possible from 15-18th May
8. Trains not running, busses from 11th May, private cars/shuttles already permitted
9. Three, Four, and Five-star hotels already open for business/work individual travellers and some private apartments already open too
10. Restaurants will open their outdoor spaces by 11th May and then indoor spaces by 25th May





ISTANBUL

...NEXT THING

1. No official guidelines or advice issued by the government or official bodies yet
2. No international travel permitted
3. Domestic flights on hold until the end of May
4. Curfews in place in large cities during weekends and bank holidays
5. Everyone that can work remotely are doing so (including Clients and Agencies)
6. Clients/Agencies finding new ways to produce content
 - Stock footage/Existing footage films
 - Remote shoots at home (no crew, basic equipment, remote direction etc)
 - Examples/References of work completed can be shared on request
7. Aim to return to shooting with social distancing and strict rules by the end of May





BEIRUT ■

...NEXT THING

1. The Lebanese government announced a five-phase plan to reopen the country, the first phase began on the 27th of April, and the 5th phase will be on the 8th of June, which includes reopening the airport and most sectors (up to 50% capacity)
2. Filming in private locations, studios and sets is allowed but it is subject to reaching a prior agreement with the property owners
3. Public locations will reopen for shooting by mid-June (dependent on permissions being granted once the project has been studied)
4. There have not been specific government guidelines released or advice shared by official bodies, however general protocols are being followed by production companies based on latest global advice and industry standards
5. International travel restrictions are currently in place, to be reviewed as the country begins to open again at the beginning of June
6. Shoots are already being planned for June (subject to restrictions being lifted)





MUMBAI ■

...NEXT THING

1. The whole country is in lockdown until at least the end of May
2. No guidelines or official advice released for productions/shooting
3. Current outlook is that productions/shooting will begin again (with strict rules) by the end of June





SHANGHAI ■

...NEXT THING

1. Major studios are now open and shooting
2. Major productions have restarted
3. Staff have returned to offices
4. Still nationwide ban on foreign arrivals
5. Ensure strict regulations are instituted, including proven knowledge in “epidemic prevention”, but can now shoot



PRODUCTION PROTOCOL



NEXTHING'S SAFETY PLEDGE

For all our teams, partners and collaborators, collective health and safety are of the greatest importance - now more than ever. That's why we have put together a protocol outlining clear and strict guidelines for all our productions in the wake of the Covid-19 emergency.

Our global presence has provided us with an extensive understanding of how this is being treated by production companies around the world and how we can ensure all correct measures are being put into practice, including those country-specific guidelines laid out by governments and official bodies.

Our pledge is that we will do everything we can to ensure everyone on our sets **keep safe, stay healthy,** and **leave happy.**

In the following pages we will share how this will be set up and followed.



GENERAL MEASURES

- REMOTE WORKING
- HEALTH & SAFETY
- WORKPLACE



■ REMOTE WORKING

In order to prevent transmission and minimize risks, remote working will be prioritized, when possible, during pre-production and production.

In the case of the following high-risk profile, it is recommended that they should opt directly for remote working:

- People over 60 years of age.
- People with cardiovascular diseases and high blood pressure.
- People with chronic lung diseases, diabetes and immunosuppression.
- People with cancer.
- Pregnant women.



■ HEALTH & SAFETY

Following the general protection guidelines recommended by the WHO and local official health bodies, the below will be applied:

- All workers and staff involved in the production must use the personal protective equipment (PPE), which consists of: Coverall, masks, goggles or face shield, gloves and shoe covers.
- Monitoring body temperature prior to set entry
- Hourly Hand Sanitizing
- The safety distance between people should be approximately 2 meters at all time.
- The maximum capacity of the workplace, or shooting location must be calculated in compliance with the social distancing requirements.



■ WORKPLACE

- All workplaces, offices and shooting locations will be disinfected prior to the prep and shoot.
- Disinfection of the facilities and all surfaces that are frequently touched, such as tables, chairs, door knobs, bathroom and toilet surfaces, taps, keyboards, telephones, etc.
- Sanitizers should be provided at the entrance to the workplace so that people can wash their hands when arriving and leaving the premises.
- Disposable cutlery, glasses, plates and other utensils should be used.



PRE-PRODUCTION

- CASTING
- LOCATION SCOUTING & TECH SCOUT
- PRE-PRODUCTION MEETINGS WITH CLIENT & AGENCY
- COSTUME FITTING



■ CASTING

- Auditions will be carried out online, self-tape videos will be shared with the director, agency and clients.
- After having the preliminary selection, the casting director will schedule video calls with each talent, using online applications that can allow recording.

■ LOCATION SCOUTING & TECH SCOUT

- The number of people involved in this phase will be minimized.
- The tech scout will be attended by the department heads who are essential for the job.
- The scout will follow the recommended **general safety guidelines**:
 - Use plastic shoe covers, gloves and masks.
 - The contact with a location representative will be minimized to one person only.
 - Take all photographs potentially needed in order to spend as little time as possible there.



■ PRE-PRODUCTION MEETINGS WITH CLIENT & AGENCY

- Briefs, meetings, Pre-PPM and PPM processes will be done online.

■ COSTUME FITTING

- All the selected clothes will be disinfected before the fitting session.
- For the main roles, the wardrobe stylist will schedule the fitting with each talent separately, as for the second roles, outfits will be sent to their homes and share self-photos with the team.



PRODUCTION

- GENERAL NOTES
- EQUIPMENT (CAMERA LIGHTING & GRIP)
- SOUND
- ART DEPARTMENT
- HAIR & MAKE UP
- WARDROBE
- TRANSPORTATION
- CATERING
- STREAMING SYSTEM



■ GENERAL NOTES

Full health and safety precautions will be strictly observed in order to create a filming environment where transmission risks are minimized.

- During the entire working day, the crew should not remove their gloves and mask unless it is strictly necessary. Detailed instructions for each department are included below.
- The shooting actions that require two or more people to be at a distance of less than 2 meters should be minimized.
- During filming, each department must ensure that their tools, equipment and scene elements are disinfected as often as possible.
- The walkie-talkie communication protocol should be optimized in order to minimize the interaction of people's hands and mouths with the equipment.



■ EQUIPMENT (CAMERA LIGHTING & GRIP)

- All the Camera, Grip and Electrical equipment should be delivered to the shoot with a disinfection certificate issued by the supplier.
- It is important to provide independent monitors to the Director, Director of Photography and Camera Assistant in order to keep the safety distance.

■ SOUND

- During filming, all tools and equipment must be disinfected as often as possible.
- The boom will be placed at a safe distance from the talent mouths.
- If there is more than one actor, each talent will have a mic for individual use only.



■ ART DEPARTMENT

- During filming, the art department will make sure that all decoration elements and props are disinfected before loading.
- All sets and props will be also disinfected before and after each scene.

■ HAIR & MAKE-UP

- Single-dose products used individually will be used for each talent.
- All products and tools will be cleaned and disinfected before use.

■ WARDROBE

- Wardrobe equipment, such as clothes racks, hangers, irons, sewing machines, motorhome, etc... will be all disinfected.
- During filming, the clothes of each talent will be identified and independently protected with a plastic cover at all times.



■ TRANSPORTATION

- The crew will use its private vehicle.
- When using a taxi or private car services, only one person could travel in each row of seats.

■ CATERING

- Breakfast & lunch will be served in individual boxes.
- Coffee, beverage, tea and snacks will be served by a caterer in disposable eco-friendly containers.
- All working tools and food containers will be sanitized and sterilized.
- The dining area will be organized in two or three shifts, depends on the available dining space, to keep the safety distance and avoid over-crowding the area.



... N E X T H I N G

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PRODUCTION
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