

Documentary Film Makers Cooperative

COVID-19 Policy

Revised November 2021

The DFMC regularly checks the current status of COVID-19 in the UK. This document will be updated as and when the COVID-19 situation changes and to reflect the latest government COVID-19 Safety Guidelines.

The DFMC is committed to taking measures to protect its members, volunteers and contributors from the risk of catching or transmitting COVID-19. The measures outlined below will be explained to all people involved in a DFMC organised film shoot, workshop, or other type of event. In addition to the measures outlined below, the DFMC board of directors is familiar with, and committed to applying as and when required, the more detailed British Film Commission Covid-19 Guidelines which can be found at: <https://britishfilmcommission.org.uk/wp-content/uploads/2021/11/British-Film-Commission-Working-Safely-During-COVID-19-in-Film-and-High-end-TV-Drama-Production-V.10.2-01-11-21-.pdf>.

The DFMC asks all its members, volunteers and collaborators to regularly refer to the latest Government guidance on coronavirus restrictions and measures to stay safe and help stop the spread of Covid-19, giving them the link to the relevant government webpage: <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>.

The DFMC will adopt the following measures to help protect people against COVID-19 infection and to prevent the spread of COVID-19:

COVID-19 SYMPTOMS - If someone develops symptoms whilst at a DFMC meeting or on a film shoot, they will be advised to go home immediately and inform the DFMC director or producer. The person will be asked to take a COVID-19 test and to give the DFMC the result. If the person tests positive for COVID-19, they will be informed about Contact Tracing by the NHS. The DFMC will also inform and give appropriate advice to everyone who has been in close contact with them at a DFMC organised film shoot, workshop or event.

SELF-ISOLATION – The DFMC will avoid filming / recording anyone who is self-isolating unless this can be done remotely without compromising their health or isolation, or the health of the film crew and actors. Those self-isolating should do so in accordance with the current Government advice – anyone who is involved in DFMC project, who is self-isolating, needs to inform the DFMC thereof even if they feel well and are working from home. They will also need to report when their period of self-isolation ends. By law, employers must not knowingly require or encourage someone who is being required to self-isolate to come to work.

SOCIAL DISTANCING – In July / August 2021 most of the legal restrictions in the UK, in

relation to COVID-19 were lifted, including the requirement to socially distance. DFMC crew members will nonetheless practise social distancing of one metre plus on film shoots and at other DFMC organised events whenever possible. Additionally, crew members will be asked to face away from each other when talking to each other when possible. We will obtain closeup shots by using zoom lenses and/or cropping wider frame images into closeups during postproduction.

HAND HYGIENE – A DFMC director, producer, or camera operator (if working alone) will have hand sanitizer on set/location and will ask everyone involved in a film shoot or workshop to use it at the onset of a meeting or filming session. Personnel will be asked to use the hand sanitizer before departing from a session.

EQUIPMENT HYGIENE – Crew members will clean their own equipment with alcohol wipes or hand sanitizer and will clean their hands with hand sanitizer. Wireless microphones will be sanitized with hand sanitizer just before they are handed to interviewees, presenters or actors.

PASSING DOCUMENTS OR OBJECTS BETWEEN PEOPLE – Props and table tops will be sanitized before use. Consent Forms will be printed and assembled with sanitized hands.

LOCATION CLEANING - Appropriate cleaning arrangements will be confirmed and commenced before a film shoot starts and will include a list of cleaning tasks to be carried out during the film shoot. The arrangements will include cleaning provisions for toilets and rest/eating areas, dressing rooms, and filming spaces.

USE OF FACE COVERINGS - Wearing a face covering is no longer legal requirement in any setting. This may change in the future. Even while not legally required, the DFMC advises crew members to wear face masks during film shoots. The only exception to this relates to camera operators where the use of a face mask can create steam that will cloud the camera lens. DFMC members, volunteers and contributors are advised to wear face coverings in crowded and enclosed settings where they come into contact with people they do not normally meet. Where worn correctly, this may reduce the risk of transmission to themselves and others.

NAVIGATION AROUND FILMING OR AT EVENT SITES – DFMC crew members will endeavour to maintain a social distance of one metre plus while moving around filming locations or event venues.

TRAVEL TO/FROM LOCATION – DFMC members, volunteers and contributors are advised to practice social distancing and to wear a facial mask when travelling on public transport or whilst in a crowded space or in enclosed public spaces.

VENTILATION – Attention will be given to maximising ventilation in enclosed spaces. The DFMC will choose to film indoor shoots in large, well-ventilated indoor spaces.

NUMBER OF PEOPLE ON A FILM SHOOT – The DFMC will refrain from filming large numbers of people in confined spaces. The film crew will be kept to the minimum required without jeopardising other safety requirements. Occasionally, the DFMC organises film shoots that involve more people. In such cases, measures will be introduced stagger break times for personal, and break down the filming schedule into a series of scenes that will reduce the number of people on set/location at any one time.

INDIVIDUALS AT HIGH RISK OF SERIOUS COVID-19 - The DFMC will not film, or engage

in the course of its work with individuals (including children) at risk of serious COVID-19 on account of underlying health conditions. The only exceptions to this are when it is possible to film them online with zero social contact.

CHILDREN - The DFMC's Child Protection Policy and code of conduct requirements will be adhered to as normal at all times. The parents/legal guardians of children under 16 are encouraged to be present while their children are being filmed. There is no legal requirement for children to wear face coverings. In the case of a child, the DFMC will explain to the child's parent or legal guardian the protection measures/procedures that will be implemented during the film shoot and the need for them to disclose any underlying health condition the child has. The DFMC Parental Consent Form which gives permission to the DFMC to film a child under 18 years of age, includes a field for acknowledging that the DFMC has explained to the parent/legal guardian and the child, the COVID-19 protection measures being implemented on the film shoot and that the parent/legal guardian has informed the DFMC of any underlying health condition the child has that would put them at risk of developing serious COVID-19. The DFMC will not film children with underlying health conditions that put them at risk of developing serious COVID-19.