

Audiovisual Producers Finland - APFI, The Union of Journalists in Finland, Finnish Actor's Union, Trade Union for Theatre and Media Finland: **Recommendations for operating procedures during filming, published 26 March 2020.**

Rules and practises to be updated as required

The associations will follow regulatory provisions and clarify any recommendations based on them.

1. The production company shall stipulate the person in charge of occupational protection who can be contacted by the crew, and who shall advise and inform them on issues concerning occupational protection and health.
2. Everyone working on the production must be informed at the minimum level of general health and safety measures stated in this recommendation.
3. Prior to the filming date, the personnel coming to work will be informed of the special health and safety measures at work concerning that day. Personnel have the possibility of contacting the person responsible for occupational health and safety in advance.
4. The production company maps out persons who personally, or whose family members, are at high risk. The employee and the employer shall agree on appropriate procedures, e.g. changes of job description.
5. The production crew shall be informed of rules concerning sick leave. Crew members with symptoms of flu shall remain at home until the symptoms have passed. A crew member's personal declaration shall normally be considered sufficient proof. In case of a Corona infection, doctor's instructions must be followed.
6. Journeys to and between filming locations shall be conducted using crew members' own means of transportation as far as possible.
7. The size of the working group is to be designed so that there are as few people as possible in the workspace when shooting scenes in order to maintain a safety distance (recommended 2 m) between other members of the working group.
8. While working at a shooting location, different groups are separated from each other. The filming location must have provisions for any necessary protective equipment and materials.
9. Hygiene at work and in rest spaces as well as tools must constantly be maintained during filming. The equipment requiring continuous cleaning includes microphones, headphones and props used in filming.
10. Actors shall dress themselves following the instructions of a dresser and shall personally attach their microphones according to the instructions of a sound technician. Hygiene has also be considered in how clothes are stored.
11. Make-up artists, hairdressers and actors shall be adequately protected during make-up and hairdo. Tools and materials used in make-up must be used in such a way as to prevent the spread of infection.
12. Filming intimate scenes must be avoided. An actor has the right to decline close contact, e.g. kissing.
13. Work and breaks are organized so that unnecessary encounters can be avoided. Food shall be delivered to the filming location individually wrapped whenever possible. No queues or congestion must form during distribution of food.
14. Spaces for dressing, breaks and eating shall allow for safe distance between people(recommendation two metres).