

# RULES AND REGULATIONS FOR SAFE WORKING CONDITIONS IN FILM PRODUCTIONS UNDER COVID-19 RESTRICTIONS IN TURKEY

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## CONTRIBUTING INSTITUTIONS



The Cinema/Television Union



Cinematographers' Association of Turkey



Actors' Union



Art Directors' Association Istanbul



Association of Turkish Camera Assistants



United Boom Operator' Platform



Assistant Directors' Platform Collecting



Contemporary Film Actors Association



BIROY: Turkish Actors' Collecting Society



Post Production Workers' Association



United Directors' Platform



Digital Imaging Technicians' Alliance



Screenplay and Dialogue Writers Cinema Work Owners Association



Turkish Medical Association

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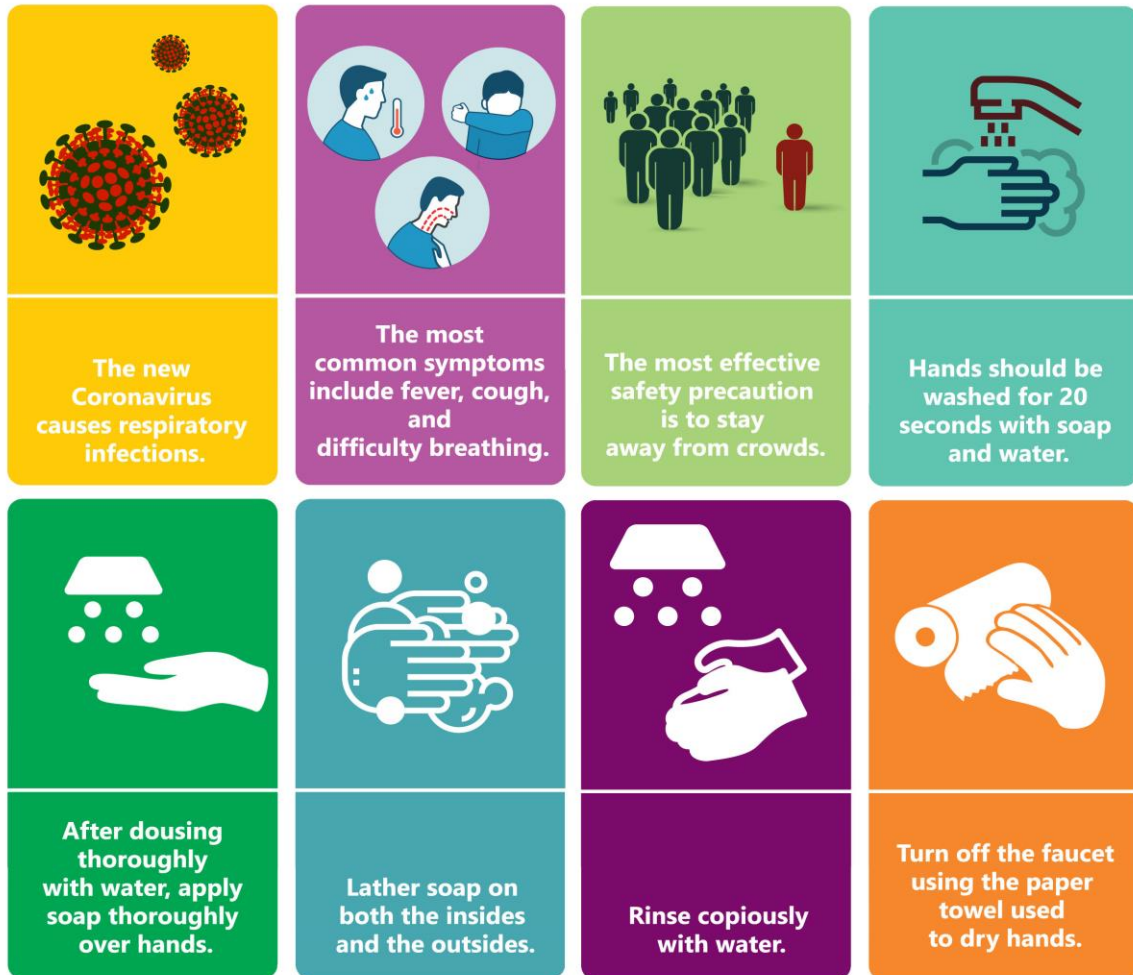
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\*Graphics from the official pamphlet of the Ministry of Health.



## 1. PRESENTATION/AIMS

Economic and social pressures, as well as a general belief that the pandemic is abating, have encouraged the film industry to resume production. Continuing production must take into consideration that the Covid-19 pandemic remains a crucial reality for the world. Added to the general contingencies of this virus, scientific prognosis predicts a probable increase in Covid-19 cases during the winter. Consequently, we will implement the health and safety protocols of the National Ministry of Health.

*This document designs safe working conditions for film (feature film, series, commercials, documentary, music video, animation, and promotional video) production that is consistent with the official Turkish law for workers rights and safety (ISIG), using scientific data and knowledge of the production process.*

*This document will be updated in light of new issues that arise during ongoing projects.*

### AIMS:

To identify precautionary measures to secure the health and safety of all individuals working in film productions, and develop a general assessment of risk in film (feature film, series, commercials, documentary, music video, animation, and promotional video) productions in order to decrease the risk of covid-19 transmission on set.

This document includes procedures that must be followed by all parties involved in production. All parties will be required to sign a contract requiring them to follow these procedures (see attached: contract).

## 2. GENERAL ISSUES

- 2.1. Workers, including the actors, should not be employed without insurance during the pre-production, shooting and post production processes.
- 2.2. Working hours must be regulated based on a mandatory provision of the Labour Law Number 4857 and must not exceed 11 hours a day excluding an hour-long lunch break.\* In order to avoid extending the legal hour limit, all departments must complete their pre-shooting pre-production, including script writing, according to precautionary covid-19 guidelines. (Long working hours compromise the immune system, and should be avoided to prevent increased risk of transmission between weakened individuals).  
**\*Please see section 15 for working hours for actors.**
- 2.3. The vital importance of avoiding crowds should be kept in mind throughout the project from the initial script-writing period, to minimize the number of actors and crews necessary to realise production.
- 2.4. All workers must accept the responsibility to comply with social distancing requirements (1.5-2 meters apart) at all times.
- 2.5. Workers must follow the hygiene measures stipulated in this very protocol and maintain their own personal hygiene at all times.
- 2.6. All shooting locations and work areas must be pre-approved by a work safety expert (ISIG expert)

- 2.7. The onsite physician, work safety expert (ISIG expert), and the company representative must decide together as to the necessary protocols in case of workers showing symptoms.
- 2.8. Breakfast must not be served the shooting area; workers must eat beforehand. Sealed packaged snacks must be kept on site for employees throughout the day.
- 2.9. Only one full meal should be served on the shooting area.
- 2.10. All work areas must be disinfected throughout production and there must be individuals solely responsible for cleaning and disinfecting residents at all times during working hours.
- 2.11. All meetings must be held online/remotely if applicable.
- 2.12. Signs must be displayed in all relevant areas guiding crews as to necessary distancing and hygiene procedures.
- 2.13. No one must be allowed to access to unit base unless they are member of crew.

### 3. SELECTION OF CAST AND CREW

- 3.1. Cast and crew with chronic diseases must not be hired in any capacity. Until officials deem the risk of transmission sufficiently reduced, age restrictions also must be applied.
- 3.2. Number of supporting cast must be reduced as much as possible.

### 4. PRE-PRODUCTION AND TRANSPORTATION

*We recommend these guidelines (Precautionary Guidelines for TR-Covid 19 ) concerning production work and required pre-productions for each crew to be sent to all workers.*

- 4.1. All individuals working on production must answer the following questions (attachment):

Have you had any symptoms of Covid 19?

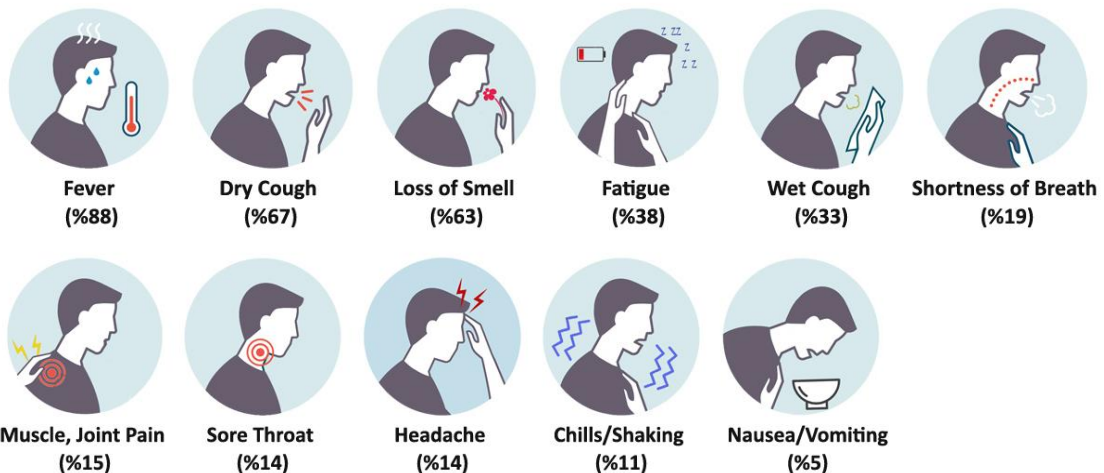
Have you had any contact with someone who displayed symptoms of covid 19?

Do you have any chronic diseases?

Have you travelled overseas in the last 14 days?

Have you had contact with someone who has been overseas in the last 14 days?

#### Symptoms (in order of frequency):









## 6. HYGIENE REQUIREMENTS FOR UNIT BASE (SHOOTING AREA)

- 6.1. Alcohol based hand sanitizer must be available at all entrances/exits, and common areas, to be used frequently.
- 6.2. All workers on unit base must be provided with adequate amounts of gloves, masks, visors, and jumpsuits to use throughout the day (for situations that call for close contact).
- 6.3. All entrances and exits must have waste baskets to dispose of used masks.
- 6.4. All enclosed areas must be ventilated every 3 hours.
- 6.5. All surfaces that the cast will contact during rehearsals and shoot must be cleaned beforehand.
- 6.6. Crews must not touch, lean against, sit on, or carry any equipment or material outside of their jurisdiction.
- 6.7. All door handles, surfaces, bath fixtures and sinks, as well as commonly used equipment must be frequently disinfected by hygiene workers.
- 6.8. Equipment and tools should be used by the same person as much as possible.
- 6.9. Masks should be replaced every three hours.
- 6.10. Smoking should only be allowed in areas designated by the production management.



3-4 steps distance between individuals is recommended. Please avoid shaking hands, and close contact.



Do not touch mouth, nose, and eyes with unwashed hands.



While coughing or sneezing, one must cover one's mouth and nose with a disposable napkin, or use the inside of one's arm.

## 7. PROTECTING SOCIAL DISTANCE

- 7.1. Workers should maintain a distance of 1.5-2 meters apart from each other.
- 7.2. The number of crew members allowed on an interior set depends on the size of the space. Every worker needs at least 4m<sup>2</sup> of unfurnished space, and 6m<sup>2</sup> of furnished space to work.



Ventilate all areas frequently.



Wash frequently used spaces like faucets, door handles, and sinks often with water and detergent.

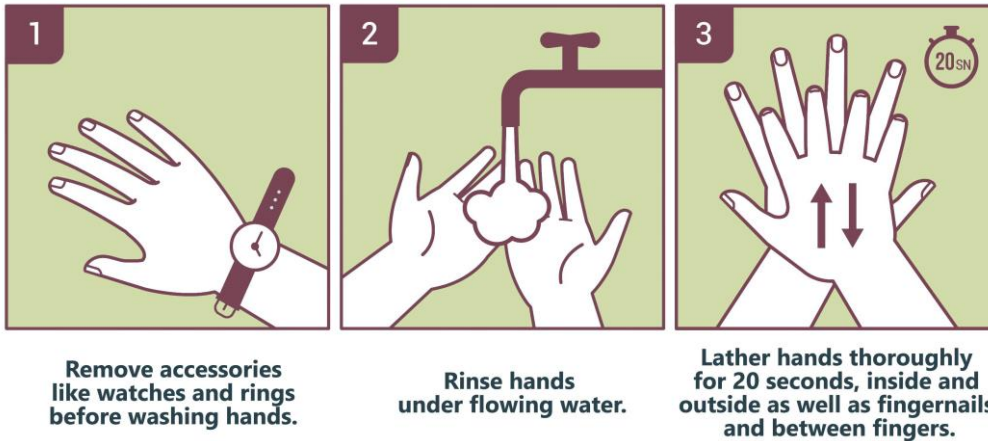


## 8. COMMON AREAS

- 8.1. Seating arrangements should be made according to social distancing requirements and physical contact between crews should be minimized.
- 8.2. Ventilation systems should be used to air out interior spaces.
- 8.3. All seating areas and tables must be disinfected before and after use by hygiene workers.
- 8.4. There must be at least 2 mobile toilet trailers in all unit bases excluding studios.
- 8.5. Mobile toilet trailer should not be used by more than one person at the same time.
- 8.6. Toilets must be disinfected frequently by the hygiene worker.

## 9. FOOD.

- 9.1. Breakfast should not be served on unit base. Crews should eat before arriving on unit base. There should be sealed packaged snacks available throughout the day.
- 9.2. Only one meal should be served on unit base.
- 9.3. Open buffet is not allowed.
- 9.4. Lunch break should not be less than one hour.
- 9.5. Everyone must wash their hands before eating.
- 9.6. All meals must be brought on to set in sealed single use packages.
- 9.7. Dining areas must be large enough to accommodate social distancing requirements when in line and sitting. In order to reduce crowds, breaks may be staggered for different crews.





## 10. BEVERAGES

- 10.1. No one should be served beverages, everyone should get their own beverages from the station.
- 10.2. Crew members should be encouraged to bring their own thermos and bottles from home.
- 10.3. Workers should follow hygiene regulations accurately.
- 10.4. The service station should be located as close to the set as health regulations allow.
- 10.5. Disposable cups should be used.
- 10.6. Liter beverages should be avoided.
- 10.7. Only sealed single use packages should be provided at the tea/coffee table.
- 10.8. Treats and snacks should be provided in sealed single use packages.
- 10.9. Bowls for nuts and open fruit should not be allowed.
- 10.10. Only singly packaged fruit should be allowed.

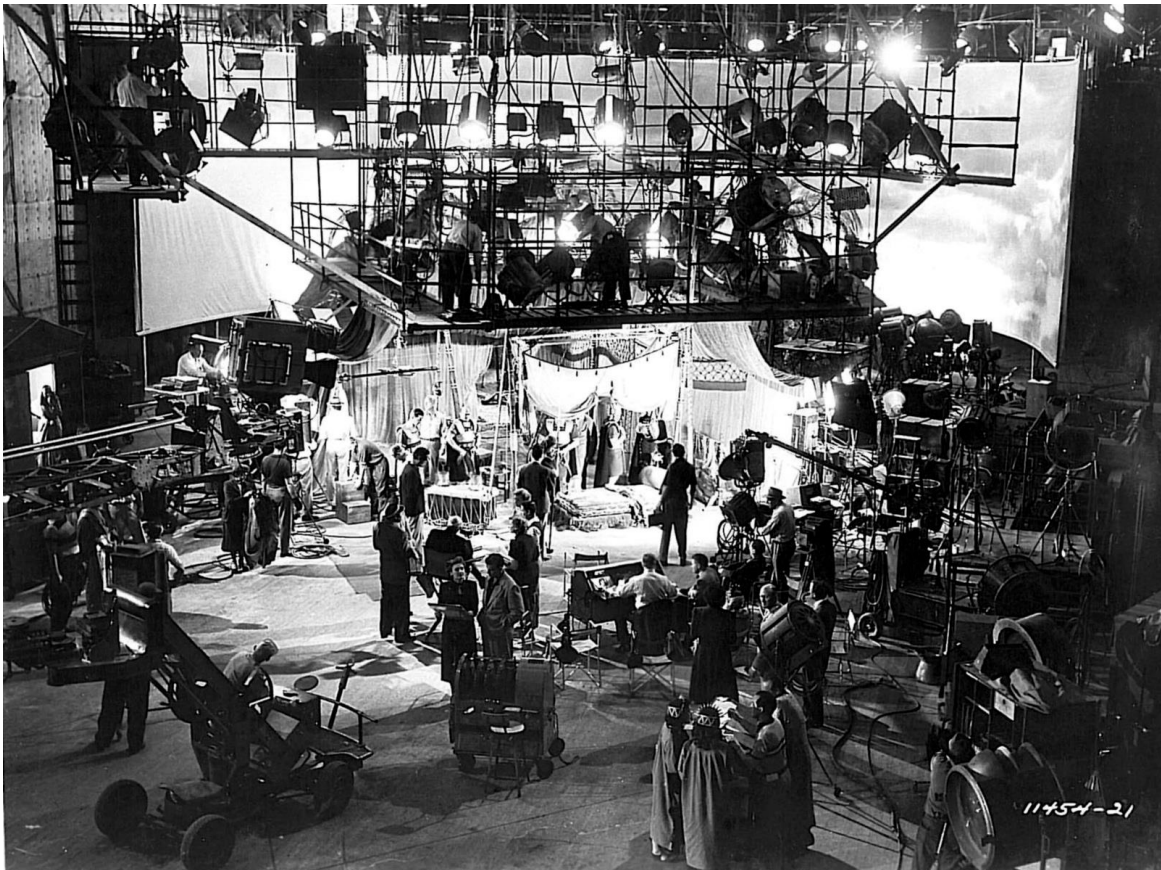


**Do not share  
personal items  
like towels.**



**Drink lots of fluids.  
Eat a balanced diet.  
Sleep on a regular schedule.**

## PRECAUTIONS AND RESPONSIBILITIES FOR DIFFERENT DEPARTMENTS



**PRECAUTIONS AND RESPONSIBILITIES FOR DIFFERENT DEPARTMENTS****11. AD DEPARTMENT**

<b>AD DEPARTMENT - TABLE 1</b>		<b>Precautions Against Transmission Of Covid-19 On Film Productions</b>	
<b>RISK FACTORS</b>	<b>PRECAUTIONS</b>	<b>RESPONSIBLE PARTY</b>	<b>CONTROL PARTY</b>
Contact between crew members during the pre-production period before filming.	All meetings, tests, and announcements will be made online.	AD Crew, Production Crew	1st AD
	Documents will not be hard copied unless absolutely necessary.	AD Crew,	Production Crew
	Only personalised final versions of scripts will be printed.	AD Crew, Production Crew	AD Crew
	The 1st AD will contact with all Department Heads 1-2 days before the preparation of the shooting schedule to get prepping durations in order to develop the work schedule consistent with the projected prepping.	1st AD, Department Heads	1st AD
	Candidate actors will be presented to the AD crew online, who will then share these candidates with the director online.	1st AD, Cast Director	1st AD
	The whole selection process for the cast, including auditions and callbacks will be done online using recorded videos.	1st AD, Director, Cast Director	1st AD
	If storyboard required, it should be drawn remotely via online conferencing methods.	1st AD, Director	1st AD
	Location scoutings must be done online using video conferencing software, or to be filmed/photographed and shown. (In exceptional cases where locations must be observed in person, an ISIG expert should also be present. If the 1st AD can not accompany the Director, the Director must share his/her notes with the 1st AD).	Director, Relevant crews, 1st AD, ISIG expert	Production Crew, 1st AD, ISIG expert
	The 1st AD will share results from the tech recce as well as projected issues for the shooting process with all the Department Heads in an online meeting. (Tech recce must be completed two days prior to shooting)	Relevant crews, 1st AD	Production Crew, 1st AD

AD DEPARTMENT - TABLE 2		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Contact between crew members during filming.	A comprehensive document including all set details and the shooting schedule and call sheets will be digitally sent to all crews members by the AD Crew.	AD Crew	1st AD
	An informative document detailing the set, usage, installation, and hygiene rules of each unit base will be prepared.	AD Crew, Production Crew	1st AD
	All workers will be informed of the order in which they will perform each of their tasks to the detail.	AD Crew, Production Crew	1st AD
	During commercial shoots, only the 1st AD should be present in the set.	1st AD	Production Crew, ISIG expert
	During commercial shoots, continuity assistants (AD, art, costume, hair-makeup) should be ensured not to enter the set unless essential and follow the recording on a monitor.	1st AD	Production Crew, ISIG expert
	2nd AD should remain in the prepping area and the 3rd AD should be located by a monitor outside the set. They should communicate via radio.	1st AD	Production Crew
	In order to make sure that the prepping process is progressing gradually, the 2nd AD should follow this process and report in a regularly manner to the 1 st AD via radio.	2nd AD	1st AD
	During feature film or tv series shoots, only the 1st AD and/or if necessary one continuity assistant should be present on set.	1st AD	Production Crew, ISIG expert









## 13. COSTUME DEPARTMENT

COSTUME DEPARTMENT – TABLE 1		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Contact between crew members during pre-production	Preliminary instructions should be clear and concise.	Costume designer, AD Crew	Costume Designer
	Costume Department should be divided into three groups, such as purchasing and production crew, fitting crew, and standby crew on set.	Costume Designer	Costume Designer
	Purchasing and production of costumes will be conducted at locations where health and safety regulations against Covid-19 are maintained.	Costume Crew	Costume Designer
	A thoroughly disinfected vehicle will be provided to transport costumes. (only two people is allowed in the vehicle other than the driver)	Production Crew	Costume Designer
	The changing area will be disinfected beforehand by production. It will be suitable for ventilation and provide enough space for the number of users at hand.	Production Crew	Costume Designer
	Costume fitting approvals must be done online via photos, should strictly not left to the set.	Director, 1st AD, Costume Designer	Costume Designer
	Actors will be encouraged to use their own clothes as much as possible.	Actors, 1st AD, Costume Designer	Costume Designer
	Costumes produced or procured from storage will be disinfected by washing or dry cleaning.	Costume Crew, Hygiene Official	Costume Designer
	Costume covers should be specific to each costume and should not be used for any other costume without disinfection	Costume Crew	Costume Designer
	All costumes will be packaged individually after cleaning.	Costume Crew	Costume Designer

COSTUME DEPARTMENT – TABLE 2		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Contact between crew members during Filming.	Measures will be taken to minimize physical contact between actors and costume crew.	1st AD, Costume Crew	Costume Designer
	In cases where physical contact is necessary, appropriate safety gear, such as jumpsuits, will be provided.	Production Crew	Costume Designer
	Costume Department must be provided a room with enough space to accommodate their work, and should keep inside this room as much as possible.	Production Crew, Costume Crew	Costume Designer
	A monitor will be provided for the Costume Crew to follow filming and avoid being present on set.	Production Crew, Camera Crew	Costume Designer
	Costumes should be organized to facilitate actors putting them on and taking them off on their own as much as possible.	1st AD, Costume Crew	Costume Designer
	Costumes should be hung separately in their own individual covering.	Costume Crew	Costume Designer



## 14. HAIR/MAKEUP DEPARTMENT

HAIR/MAKEUP DEPARTMENT - TABLE 1		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Contact during pre-production	All materials must be disinfected/sterilized before use.	Hair/Makeup Crew	Department Heads, ISIG expert
	Adequate amounts of ethyl alcohol must be provided for sterilization/disinfection.	Production Crew	Hair/Makeup Crew
	All work spaces should be equipped with sterilizing machines (UV box, oven, etc.), clean aprons, towels, chair covers, and other necessary items.	Production Crew	Department Heads, ISIG expert
	Every type of personal hygiene equipment should be available and ready to use: masks, gloves, visors, jumpsuits, and aprons.	Production Crew	Department Heads, ISIG expert
	No one should be allowed in the hair/makeup area other than Hair/Makeup Department, including: ADs, casting coordinator, production crew, interns, catering, etc...	Production Crew, AD Crew	Department Heads
	Permanent actors should each have their own hair/makeup station that will be sterilized before and after use.	Hair/Makeup Crew	Department Heads, ISIG expert
	Hair/Makeup Crew should remove all personal accessories like jewelry and watches to be able to easily wash their hands and arms at all times	Hair/Makeup Crew	Department Heads
	To minimize the amount of time spent in hair/makeup, actors should be encouraged to prepare themselves as much as possible, i.e., shaving beforehand and such personal grooming.	Actors, Hair/Makeup Crew, AD Crew	Department Heads
	Eating, drinking, and smoking will not be allowed in the designated hair/makeup area.	Actors, Production Crew, Hair/Makeup Crew	Department Heads
Necessity of working closely during filming. Contact between Costume Crew and Actors during the procedures of hair/makeup.	Actors should apply their own makeup as much as possible with the guidance of the hair/makeup expert from a distance (this is not applicable for the application of wigs and prosthetics)	Actors, Production Crew, AD Crew	Department Heads
	Supporting actors and extras taking part in crowded scenes should be encouraged to do their own hair/makeup with their own personal materials (not applicable with period pieces, special effects, wigs, etc.).	Actors, Hair/Makeup Crew, AD Crew	Department Heads

HAIR/MAKEUP DEPARTMENT - TABLE 2		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Close working conditions during filming; contact between Hair/Makeup Crew and Actors	Disposable covers should be provided for actors when seated for hair/makeup.	Hair/Makeup Crew, Production Crew	Department Heads
	All hair/makeup materials should be sterilized after each use.	Hair/Makeup Crew	Hair/Makeup Crew, Production Crew
	The hair/makeup room should be ventilated after each use including the chair and makeup stand sterilized.	Hair/Makeup Crew, Production Crew, Hygiene Crew	Hair/Makeup Crew
	Single use brushes and applicators should be used whenever possible.	Production Crew, Hair/Makeup Crew	Hair/Makeup Crew
	Only materials being used should be on the table/stand, while all materials not in use should be kept in sealed containers.	Hair/Makeup Crew	Hair/Makeup Crew
	With large groups of actors, each actor should be given his/her own hair/makeup stand.	Hair/Makeup Crew, Production Crew	Hair/Makeup Crew
	Actors' rooms should be ventilated frequently and provided with clean towels, aprons, gloves, masks.	Production Crew	Hair/Makeup Crew
	In cases where there is no makeup room, the makeup caravan must be stationed in close proximity to the hygiene stations near the set.	Production Crew, Grip Crew	Hair/Makeup Crew
	Work conducted in actors caravans on set must be organized according to spacial requirements per m <sup>2</sup> for health and safety purposes.	Production Crew, Hair/Makeup Crew, AD Crew	Hair/Makeup Crew
	Everything must be organized to facilitate actors doing their own hair/makeup adjustments.	Actors, Hair/Makeup Crew, AD Crew	Hair/Makeup Crew





## 16. SUPPORTING CAST

SUPPORTING CAST - TABLE 1		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Transmission from contact between Actors and Crew	Numbers of supporting cast to be carefully considered with respect to the space available and the maintaining of required distancing measures.	Production Crew, AD Crew	Production, ISIG expert
	Waiting areas should be large enough to preserve social distancing requirements.	Production Crew	Production Crew, AD Crew
	No supporting cast should be made to change in an unhygienic environment, like the toilets.	Supporting Cast, Costume Crew	Production Crew, AD Crew
	Costume checks should be implemented at safe distances (if costumes are provided, costume regulations written in the costume section should be followed).	Supporting Cast, Costume Crew	Production Crew, AD Crew
	Supporting cast should do their own makeup as much as possible (single use makeup materials should be provided by the Producer).	Supporting Cast, Production Crew, AD Crew	Hair/Makeup Crew, AD Crew
	Emergency protocols will be conducted when any symptomatic supporting cast should be removed from set, providing their contractual rights remain confidential. <b>See section 5.</b>	Production Crew, Resident Physician	Physician, Production Crew



## 17. ACTORS - CHILDREN

CHILD ACTORS-TABLE 1		Film Yapımlarında Covid-19 Yayılımını Engellemek için Alınacak Tedbirler	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Transmission via contact between actors and crew	Scenes wit children cast should be minimized, ideally to be canceled if possible. If this is not possible, their time on set should be planned not to exceed 4 hours a day no more than 3 days a week ( see note 1)	Producer, Parent, Child Actor's Coach, AD Crew	Producer, Child Actor's Coach, Director, Parent
	Bearing in mind the child may not follow rules for safe social distancing, he/she must be carefully monitored at all times.	Producer, Parent, Child Actor's Coach, AD Crew	Child Actor's Coach, Director, Parent
	There should be a childrens' acting coach and pedagogue on set at all times.	Producer, Parent, Child Actor's Coach, AD Crew	Child Actor's Coach, Director, Parent
	The child actor must have a separate and private changing room.	Producer, Parent, Child Actor's Coach, AD Crew	Child Actor's Coach, Director, Parent
	The child actor may be accompanied by only one parent and separate waiting rooms must be provided for all the child actors and their families.	Producer, Parent, Child Actor's Coach, AD Crew	Child Actor's Coach, Director,
	Child cast to be on set only when required for their scene to minimise the contact with other crew.	Producer, Parent, Child Actor's Coach, AD Crew	Child Actor's Coach, Director, Parent
	Child actors should be handled according to their age groups. (see note 2)	Producer, Parent, Child Actor's Coach, AD Crew	Producer, Child Actor's Coach, Director, Parent
<b>NOTE 1:</b>	<b>During the development of this guideline young people under the age of 20 are not allowed outside their homes; these regulations anticipate loosening of such restrictions.</b>		
<b>NOTE 2:</b>	<p>a) 0-4 years: Maintaining safe social distance guidelines is a challenge for children this age, and thus this age group should be avoided in casting as much as possible to minimise transmission of the virus through contact. If the child is not able to walk yet, he/she would be more easily controlled.</p> <p>b) 5-8 years: This age group shows great variability in its ability to handle rules and regulations. Hence, before including the child in the film, his/her ability to conform to safety guidelines should be assessed upon consultation with a child professional (not the parent, to avoid conflict of interest).</p> <p>c) 9 years and above: The child should be kept under supervision and attention should be paid to his/her safety on set and with regard to safety guidelines.</p>		

## 18. CAMERA DEPARTMENT

CAMERA DEPARTMENT - TABLE 1		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Contact with equipment during pre-production	All camera equipment must be disinfected and made ready for testing at the designated time.	Rental Company	Camera Crew
	Every camera kit (package) should be disinfected, and checked by a camera assistant.	Camera Assistant	Rental Company
	Rental companies should provide masks, gloves, and disinfectants.	Rental Company	Camera Crew
	After equipment tests, all equipment should be loaded onto the transport vehicle. If it does not fit, the rest of the equipment should be covered and stored in safe conditions by the rental company.	Rental Company	Camera Crew
	The vehicle used to transport the camera equipment should be completely disinfected.	Camera Assistant	Rental Company
	The assistant in charge of loading the camera equipment must be transported to and from the camera company in a production vehicle with only the driver.	Camera Assistant	Production Crew
	While testing equipment in camera companies, the 2 meters safe social distance rule should be observed, and the rooms should be ventilated.	Rental Company	Camera Crew
	The time it takes to test equipment should be minimized along with time spent at the rental companies.	Rental Company	Camera Crew



## 19. LIGHTING DEPARTMENT

LIGHTING DEPARTMENT - TABLE 1		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Contact with equipment during pre-production.	Lighting equipment should not be handled by any workers other than the Lighting Crew	All Crews	Lighting Crew
	The rental company is responsible for disinfecting all lighting equipment one day before use.	Lighting Crew, Rental Company	ISIG expert, Producer
	Rental companies must provide masks, gloves, and sanitizers.	Rental Company	Lighting Crew
	After testing, all rented equipment must be loaded onto the transportation vehicle; if not possible, the remaining equipment must be covered and stored safely by the rental company until pick up.	Rental Company	Lighting Crew
	Lighting Crew should make sure that the lighting truck is disinfected.	Lighting Technician	Rental Company
	Lighting Technician for loading equipment must be transported to the rental company and from the rental company to set by a vehicle provided by Production, without a third party in the vehicle.	Lighting Technician	Production Crew
	Lighting Crew should be given adequate time to complete their tasks, as they will take longer while maintaining social distance guidelines.	Lighting Crew, 1st AD	Lighting Crew
	Appropriate safety gear (masks, gloves, jumpsuits) must be utilized while working.	Lighting Crew	ISIG expert, Production Crew
Contact between crew members during filming	Portable equipment, light enough for one person to handle should be preferred to maintain social distance.	Lighting Crew	ISIG expert, Production Crew
	The shooting breakdown should be planned to optimize safety conditions for the Lighting Crew (Pre-light day should be put in a practice wherever practical.)	1st AD	Lighting Head
	All lighting equipment should be used only by the Lighting Crew.	All Crews, Lighting Crew	Lighting Crew
	Other departments should plan their potential power requests such as laptops, heaters etc and inform the Lighting Department in advance. (power board/distribution maps could help to maintain this workflow where possible)	All Crews, Lighting Crew	All Crews

## 20. DIT DEPARTMENT

DIT DEPARTMENT - TABLE 1		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Contact with equipment during pre-production	Preliminary briefings must be clear and concise.	All Crews	DIT
	The DIT equipment used on set must be disinfected by the rental company before camera tests.	Rental Company	DIT Crew
	DIT crew must disinfect their own equipment before the set.	DIT Crew	ISIG expert, Production Crew
	DIT must coordinate testing his/her own equipment at the rental company with the camera assistant testing the camera equipment.	DIT Crew	Production Crew
	The hard disks used by the DIT crew on set should preferably be first hand, and provided by Production. If they are second hand, they should be disinfected before presented to the DIT Crew.	Production Crew	DIT Crew, Production Crew
	Production should provide a private panel van for DIT that has been disinfected and ventilated beforehand. If not possible, an isolated area on set should be set aside for the DIT crew.	Production Crew	DIT Crew
	Appropriate protective gear (masks, jumpsuits, gloves, etc.) should be used at work.	DIT Crew	ISIG expert, Production Crew

DIT DEPARTMENT - TABLE 2		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Contact between crew members during filming.	On occasions when DIT has to be on set, such as camera settings and switching cards, social distance regulations should be observed.	DIT Crew	ISIG expert, Production Crew, AD Crew
	When the DIT must approach the camera, he/she must do so having taken sanitation measures.	DIT Crew	ISIG expert, Production Crew
	The ISIG expert and health officials should be present on set during DIT work.	Production Crew	ISIG expert, DIT Crew
	At the end of each filming day, the DIT Crew is responsible for disinfecting their own equipment.	DIT Crew	ISIG expert, Production Crew



## 21. SOUND DEPARTMENT

SOUND DEPARTMENT - TABLE 1		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Contact with equipment during pre-production	The rental company must disinfect all equipment and pack in sterile packages before being delivered on set.	Rental Company	Sound Crew, Production Crew, ISIG expert
	Equipment cases must be disinfected before being brought to the shooting area.	Sound Crew	Sound Crew, Production Crew, ISIG expert
	All equipment must be disinfected daily.	Sound Crew	Sound Crew, Production Crew, ISIG expert
	A separate vehicle must be provided to carry sound equipment (Sound equipment should not be loaded on another vehicle, and equipment belonging to other departments should not be loaded on to the sound vehicle)	Production Crew	Sound Crew
Contact between crew members during filming (to be continued)	Only people authorised by the Sound Crew and technicians will be allowed to handle sound equipment.	All other Crews, Sound Crew	Sound Crew, ISIG expert
	In cases where an IFB and/or a digital clapperboard must be installed on the cameras, Sound Crew must coordinate with Camera Crew. Whenever possible, Sound Crew must give instructions so that Camera Crew may handle battery changes and sound modifications on their own. All individuals are responsible for the disinfection of their own equipment.	Camera Crew, Sound Crew	Sound Crew
	Head sets and IFB systems (with spare battery) should be disinfected at the time they are given to the Director and AD Crew (All individuals are responsible for the hygiene of their own headsets and batteries).	AD Crew, Director, Sound Crew	Sound Crew
	The Sound Crew should be given a separate area to charge batteries and power supplies, which other workers should not handle.	Production Crew	Sound Crew





## 23. POST PRODUCTION ALL DEPARTMENTS

POST PRODUCTION ALL DEPARTMENTS - TABLE 1		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Working from home or a personal studio (see Note 1)	Production Company or Post-production studios should provide necessary hardware (hard disks, computers, etc.).	Employee, Production Company/Post-Production Company	Employee, Production Company/ Post-production Company
	Disks must be disinfected before changing hands.	Employee	Employee
	All files must be transferred via the internet; if they are too big, they should be sent to the appropriate address with a portable disk, observing hygiene guidelines.	Employee	Employee
	Revisions should be made via tele-conferences and digital communication.	Employee, Director, Cinematographer, Producer	Employee, Production Crew
Contact with equipment or people in studio (continued)	Transportation should be provided by the employer. Masks should be worn in the vehicle. Whenever workers take their own vehicles, they should follow hygiene guidelines.	Production Company/ Post-production company	Employee, Production Company/Post-Production Company
	Every time a worker enters the studio, their temperature should be taken.	Post-production Company	Production Company/ Post-production Company
	Common areas, door handles, electric keys, toilets, the eating area, etc., should be cleaned every 2 hours.	Post-production Company	Production Company/ Post-production Company, ISIG expert
	No beverage service should be available. Everyone should be encouraged to bring their own drinks from home. Single use cups, spoons, and packaged sugar should be used.	Post-production Company	Production Company/ Post-production company
	No one should be allowed in the building other than employees, including guests and couriers/delivery people.	Post-production Company	Production Company/ Post-production company
	All disks, materials, and documents delivered via cargo should be disinfected before being admitted into the studio.	Post-production Company	Production Company/ Post-production company
<b>NOTE 1</b>	All Post-Production crew should work from home whenever possible to optimize health and safety.		

POST PRODUCTION ALL DEPARTMENTS-TABLE 2		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Contact with equipment and persons in studio	Adequate amounts of masks, gloves, sanitizers, etc. should be provided and made available by the employer at all times.	Production Company/ Post-Production Company	Employee, Production Company/Post- Production Company
	Sets and rooms should be used by the same people at all times.	Post-Production Company	Employee, Production Company/Post- Production Company
	Any room smaller than 5m <sup>2</sup> should be used by only one person.	Post-Production Company	Employee, Production Company/Post- Production Company
	All rooms larger than 10m <sup>2</sup> should be organised according to the rule of one person per 5m <sup>2</sup> . In any event there should never be more than 5 people working in one room at any time. All employees must wear masks and rooms must be ventilated every hour.	Production Company/ Post-Production Company	Employee, Production Company/Post- Production Company
	If more than one person must use any equipment, such equipment must be disinfected after every use.	Employee, Post-Production Company	Employee, Production Company/Post- Production Company
	Revisions must be made digitally and/or via tele-conference.	Employee, Production Company, Director, Cinematographer,	Production Company, Employee
	Any employee showing symptoms should be allowed to resume work after mandatory quarantine (if necessary).	Production Company/ Post-Production Company	Employee, Production Company/Post- Production Company
	Any food ordered from outside should be heated before arriving on site.	Production Company/ Post-Production Company	Production Company/ Post-Production Company

## 24. PHOTO SHOOT SETS

PHOTO SHOOT – TABLE 1		Precautions Against Transmission Of Covid-19 On Film Productions	
RISK FACTORS	PRECAUTIONS	RESPONSIBLE PARTY	CONTROL PARTY
Contact between crew members during shooting	Any photos taken outside the controlled studio should be conducted according to health and safety guidelines.	Photo Crew	ISIG expert, Production Crew, Photo Crew
	All equipment should be disinfected regularly.	Photo Crew	ISIG expert, Production Crew, Photo Crew
	All workers and equipment should be brought to the work area only as needed one by one.	Photo Crew	Production Crew, Photo Crew, AD Crew
	Set shots should be simplified as much as possible.	Photo Crew	AD Crew, Production Crew, Photo Crew
	Unused equipment should remain in a separate location.	Photo Crew, Production Crew	Production Crew, Photo Crew
	Keeping in mind the need to work in line, only actors and the photographer should be on set during the photo shoots.	Photo Crew, AD Crew, Actors	AD Crew, Production Crew, Photo Crew





## ATTACHMENTS

26. CHECK LIST FOR WORK HEALTH AND SAFETY ON SET					
<b>Production Company:</b>		<b>Project name:</b>		<b>Date:</b>	
<b>ISIG expert:</b>		<b>Resident Physician:</b>			
	CONTROL ITEMS	YES (+)	NO (-)	NOTE	RESPONSIBLE PARTY
1	Have all approved locations been scouted?				
2	Has an “emergency action plan” been prepared for all shooting locations?				
3	Do the Production Crew have complete PPE, personal protective equipment, for location scoutings and recces?				
4	Has the crew contact list been produced?				
5	Have all health reports and documents been received for actors and crew members?				
6	Have the emergency meeting point and health check staion been designated?				
7	Have adequate amounts of single use masks, gloves, visors, and jumpsuits been provided for all personnel, with instructions for proper use?				
8	Have separate and appropriate disposal areas been set out for disposable protective equipment? Does this area contain trash cans that do not need to be touched by hand?				
9	Have signs with clear instructions for washing hands, avoiding hand to face contact, how to wear gloves and masks, etc., been placed around the work areas?				
10	Do all equipment used to load and carry get disinfected regularly and after every use when used by different crew members?				
11	Do all protective gloves used for carrying heavy equipment get disinfected regularly according to their manufacturer's instruction?				
12	Have crew members been provided unload/carry equipment instead of				

	handling by hand where more than one person required to unload/carry and 2m separation may not be possible?				
13	Are delivery people, drivers, etc., encouraged to maintain safe social distance from all personnel on set?				
14	Are steps taken to ensure that different departments (Lighting, Grip, etc.) do not work on set at the same time?				
15	Are signs and leaflets on hygiene and safe distance regulations placed in filming locations?				
16	Are all personnel given 15 minute toolbox overviews of hygiene, personal protective equipment use, and safe social distance rules before filming and at the start of every week?				
17	Especially in case of Interior shooting, is the rule of at most 7 people for every 45 m <sup>2</sup> observed?				
18	Are all vehicles and cars used by Camera, Lighting, and Grip Crews disinfected along with their equipment before arriving on set?				
19	Do Interior shooting locations have a complete ventilation system?				
20	Are all caravans on set disinfected at least twice a day?				
21	Are meals served in sealed packages with all utensils and salt/sugar packets in single use packages?				
22	Do all coffee and tea servers implement personal protective equipment and hygiene guidelines accurately?				
23	Is occupation of any vehicle or caravan by more than three people prevented?				
24	Do all departments disinfect their equipment before and after each day of shooting?				
25	Are all departments allowed sufficient time to complete their tasks while maintaining social distance guidelines?				
26	Does the Sound Technician who provides headsets and similar equipment to the Director and 1st AD disinfect them beforehand? Do the recipients disinfect and change the batteries before returning them?				
27	Do the departments in charge of wiring use gloves?				
28	Are location scoutings and tech recces conducted as much as possible online?				

29	Are all documents related to the work program shared digitally?				
30	Are all members of the Art Department collecting decor and accessory materials provided with adequate personal protective equipment? Are they checked to ensure they use them?				
31	Are monitors placed in appropriate locations outside of the set for use by the AD, Art, Costume, and Hair/Makeup Crews? Is social distance maintained during their use?				
32	Are caravans used only by incumbent personnel?				
33	Are all materials used by the Hair/Makeup Crew disinfected after use?				
34	Do t Sound Techician disinfect all personal microphones before use and wear personal protective equipment while fixing them onto others?				
35	Are tents used for supporting cast to change costumes disinfected regularly? Are personnel prevented from changing in other locations?				
36	When there is a child actor on set, is it ensured that they are accompanied by only one family member? Are child actors informed before shooting as to hygiene and social distance guidelines?				
37	Are all financial transactions conducted online to reduce transmission of virus through contact?				
38	Are shooting locations disinfected before preperation crews arrive?				
39	Are all personal equipment used on set attended closely to ensure they are not handled by others?				
40	Are all vehicles used to transport Costume, Art, and Production Departments for purchasing and acquisition disinfected regularly? Do these trips take place according to guidelines on number of passengers and mask usage?				
41	Are all costumes kept under hygienic conditions?				
42	Are there sufficient numbers of monitors to maintain social distance on set?				
43	Is there a Hygiene Crew available on set throughout production?				
44	Are the wireless transmitters provided by Production disinfected? Do the recipients handle changing the batteries?				
45	Are there arrows and signs on the floors indicating spatial organization				

	and rules of usage for studios, rest areas, and dining areas?				
46	Are transportation vehicles planned according to social distancing regulations?				
47	Are transportation vehicles disinfected regularly?				
48	Are all transportation vehicles equipped with alcohol based hand sanitizer and masks? Are drivers and personnel obliged to wear them?				
49	Are measures taken at the arrival and departure of all crew members to ensure their use of sanitizing agents, maintain safe distance, and minimize physical contact?				
50	Are all crew members' temperatures measured remotely upon entrance to the work area? Are these measurements repeated?				
51	Are alternate scheduling and remote work methods employed to minimize the number of people on set at any given time?				
52	Are meetings conducted via tele-conference as much as possible?				
53	Are all work spaces organized and planned according to safe social distance guidelines?				
54	Are all work spaces and equipment disinfected before the start of each work day?				
55	Did all crew members receive detailed briefs as to the contingencies of the Covid-19 pandemic and how to protect themselves?				
56	Are all risk assessments and emergency protocols updated according to the contingencies of the new Coronavirus?				
57	Are guidelines on hygiene and social distance followed in all common areas?				
58	Are all work spaces adequately and frequently ventilated?				
59	Are all toilets equipped with sufficient sanitation materials, and disinfected regularly? Are all personnel informed as to how to maintain hygienic practices before using toilets?				
60	Are single use and packaged condiments and utensils, as well as bottled beverages used instead of open cups? Are water dispensers avoided even for tea and coffee machines?				

## 27. **TERMS**

**ACTOR:** A professional performer who works in coordination with technical and set crews under the leadership of a director within varied agencies in theater, cinema, visual and audio media.

**CALL SHEET (DAILY WORK SCHEDULE):** A detailed program prepared the day before shooting that contains: the daily work schedule, mealtimes, weather report, the nearest hospitals to the set, emergency phone numbers, addresses of all filming locations, the time of arrival for all character actors and crew members, motor/shooting hours, a detailed list of all extras, decor/accessory, costume/accessory, hair/makeup, production, and additional technical materials, as well as driver contact information, wireless transmitter numbers, updated date/shooting day and important notes.

**CLOSE CALL EVENT:** An event that could cause severe damage to workers, the work place, or work equipment, which was only just avoided.

**DANGER:** Any destructive event or situation from within or outside the workplace, that constitutes a hazard for the workplace, personnel, and/or equipment.

**DECOR:** The ensemble of constructions, furniture, and accessories installed on set to create the environment appropriate to each scene, used in film, theater, and television.

**EMERGENCY SITUATION PLAN:** A plan of action including information.

**EMERGENCY SITUATION:** Events requiring emergency response, medical attention, first aid such as fire, explosion, emission of dangerous chemical materials, or natural disasters in any part or all of the workplace.

**EQUIPMENT:** All machines, tools, and instruments used during pre-production and filming.

**FILM:** The sum total of images shot on film based on a scenario according to a filming/work program and edited together with a computer, staged on film, theater, or television.

**ISIG:** Work Health and Safety.

**LOCATION SCOUTING:** An exploration of locations researched and recommended beforehand to assess their suitability to provide the right atmosphere for the film.

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** All gear, outerwear, tools, and equipment used by the worker as protection against health and safety risks occurring at and through work.

**PRODUCER:** A company or companies that fund and organize all necessary contingencies of realizing a project: hiring, financing, contracts with actors, technical and creative crews, and payment of such personnel.

**PROJECT:** A program in cinema, television, media, etc., that has been planned and funded, accredited by relevant institutions, approved as a short or long term by the government or by a private institution.



**RISK ASSESSMENT:** A determination of the different types of dangers within and without the workplace, their probability of occurring, a gradation of each of their risk levels, and an analysis of the preventative measures that can be taken to minimize their occurrence

**RISK:** Probability of damage, loss, or maiming of any dangerous situation.

**SET:** Interior or exterior spaces designated beforehand, if necessary modified, and made ready for shooting scenes in the film.

**SHOOTING LOCATION:** All place found in which filming

**SHOOTING SCHEDULE:** A schedule detailing the times and locations of filming for each scene, and which Crew and equipment will be used according to their order.

**SHOOTING:** The whole duration of the filming including prepping and recesses between shots.

**TECHNICAL RECCE:** When relevant crews study locations and decor/accessories to assess suitability for the technical contingencies of filming.

**UNIT BASE (SHOOTING AREA):** The located area, including set and its environs, both interior and/or outdoors, in which all team members work to realize the project.

**WORKPLACE ACCIDENT:** An accident occurring in the workplace and/or during work activity that causes death or disabling bodily or psychological harm.

## 28. DANGER IDENTIFICATION CARD

<b>DANGER IDENTIFICATION CARD</b> (THIS CARD HAS BEEN PREPARED FOR ALL WORKPLACES)
<b>DANGER NAME</b>
Covid-19 (New CoronaVirus)/ SARS-CoV-2
<b>DANGER GROUP</b>
Physical Risk Factor, Biological Risk Factor, Chemical Risk Factor, Psychosocial Risk Factor, Ergonomic Risk Factor.
<b>IDENTIFICATION</b>
The Coronavirus 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. The new Coronavirus causes infection in the respiratory system. Sick persons can transmit particles from their mouths/noses while sneezing and coughing that can be infectious if they contact the mouth, nose, and eyes of another person, or land on a surface that is touched by a person who then touches their face.
<b>COMMON SIGNS / SYMPTOMS</b>
Typical symptoms include fever, cough, and breathing difficulties. Severe cases can result in pneumonia, respiratory failure, kidney failure, and death. Infected persons have also reported symptoms unrelated to the respiratory system. Some persons have contracted the disease while remaining asymptomatic. According to the CDC, COVID-19 symptoms will most likely occur between 2 and 14 days of infection.
<b>29. RELEVANT PROTOCOLS</b>
<ol style="list-style-type: none"> <li>1) Work Health and Safety Law 6331.</li> <li>2) Regulation on Emergency Situations in the Workplace.</li> <li>3) Regulation on Risk Assessment of Work Health and Safety.</li> </ol>
<b>RELEVANT PROTOCOL CLAUSES</b>
<p><b>General obligations of the employer (Law 6331)</b></p> <p><b>ARTICLE 4-</b></p> <ol style="list-style-type: none"> <li>(1) The employer is obliged to provide for the health and safety of workers. <ol style="list-style-type: none"> <li>a. The employer must work to prevent risks deriving from the workplace, to provide adequate information for workers, to take all precautions necessary, provide the necessary equipment and gear, update health and safety protocols according to changing conditions, and to continually improve the work environment.</li> <li>b. To supervise whether health and safety regulations in the workplace are observed.</li> <li>c. Takes risk assessments of the work environment (or employs someone to do so).</li> <li>ç. While hiring, the employer should assess whether the potential employee is compatible with the health and safety regulations of the workplace.</li> <li>d. Workers who have not received sufficient information and instructions should not be allowed in any dangerous work context.</li> </ol> </li> <li>(2) Outsourcing to professional companies or experts does not reduce the legal responsibilities of the employer.</li> <li>(3) The employees' responsibilities towards health and safety guidelines do not affect those of the employer.</li> <li>(4) The employer may not charge any expenses for work health and safety on the employee.</li> </ol>

**Risk Prevention Guidelines (Law 6331)****ARTICLE 5-**

- (1) The employer's obligations include the following guidelines:
- a. Avoiding risks
  - b. Analyzing risks that are impossible to avoid altogether.
  - c. To preempt risks at the source.
  - ç. To design the workplace, workplace apparatus, culture, and production methods according to the needs of individuals to avoid monotonous schedules that compromise health and productivity.
  - d. To keep up to date with technological developments.
  - e. To replace any dangerous item with a non-threatening or less dangerous one.
  - f. To develop a general and detailed policy of risk prevention with respect to the organization of the workplace, its technology, work conditions, social relations, and the work environment.
  - g. Group protection efforts should take priority over individual ones.
  - ğ. Give appropriate directives to employees.

**Informing Workers (Law 6331)****ARTICLE 16-**

- (1) In order to preserve and maintain health and safety at the workplace, the employer must inform workers and worker representatives on the following topics:
- a. All health and safety risks along with preventative measures that can be found in the workplace.
  - b. Legal rights and responsibilities of and concerning workers.
  - c. Authorized persons for first aid, emergency response, fire/natural disaster response, and evacuations.
- (2) The employer;
- a. Immediately informs all workers under risk of harm in the workplace of the nature of the risks they are subject to, and the preventative measures available to them, as stated in Article 12.
  - b. In case of workers hired from other companies, these companies must be given the detailed information stated in section 1, in order to inform all such outside workers.
  - c. Must make all risk assessments, health and safety regulations, preventative measures, technical reports, technical controls, analyses and checks, available for all worker representatives and support persons.

**Employer's Liability (Guidelines for Emergency Situations in the Workplace)****ARTICLE 5-**

- (1) The employer's responsibilities for emergency situations at the workplace are as follows:
- a. Determine potential emergency situations taking into consideration the work environment, materials used, work equipment, and overall environmental factors.
  - b. Take measures to prevent and limit the negative effects of emergency situations
  - c. Conduct the necessary tests and studies to prevent and limit the negative effects of emergency situations
  - ç. Draw up emergency response plans and conduct regular drills.
  - d. Employ adequate amounts of authorized personnel for emergency response, first aid, and evacuation, based on an accurate assessment of the number of such personnel needed for the size of the workplace, the number of employees, the nature of the work, and the potential dangers of the work environment.
  - e. Establish communication lines with relevant institutions for first aid, emergency medical

response, and fire emergency response.

- f. Make arrangements to promptly deactivate all power sources that could cause danger in an emergency situation.
- g. Inform all contractors, customers, and visitors as to emergency situation protocols.

(2) The responsibilities of authorised emergency response personnel do not in any way modify the employer's liabilities.

### **Employee's Liability (Guidelines for Emergency Situations in the Workplace)**

#### **ARTICLE 6-**

(1) The employee's responsibilities for emergency situations at the workplace are as follows:

- a. Follow preventative guidelines for emergency situations.
- b. Inform the nearest emergency response personnel and/or worker representative in case of a hazardous situation in the workplace and/or regarding any work equipment.
- c. Follow all instructions given by emergency response teams called in by the employer.
- ç. To avoid any action that could cause harm to oneself or any co-workers in the workplace.

(2) The employer will enable the worker to respond to emergency situations, within his/her own capacity and training, in situations where the worker is unable to inform authorised personnel to respond to the emergency. In these cases, notwithstanding neglect and misuse, the employee is not liable for responding directly to the emergency situation.

### **Employer's Liability (Work Health and Safety Guidelines for Work Health and Safety)**

#### **ARTICLE 5-**

(1) The employer will make, or have made, a detailed risk assessment in order to ensure, maintain, and improve workplace and worker's health and safety conditions.

(2) The completion of such a risk assessment does not negate or modify the employers' responsibility to ensure work health and safety conditions.

(3) The employer will provide all necessary documents to personnel authorised with formulating the risk assessment.

### **Identification of Potential Dangers (Work Health and Safety Guidelines for Work Health and Safety)**

#### **ARTICLE 8-**

(1) The employer should gather all relevant data concerning the workplace environment, conditions, and workers, in order to identify potential dangers.

(2) Comparative information from work places with similar conditions can be taken into consideration while making these assessments.

(3) All assessments of potential dangers, physical, chemical, biological, psychosocial, ergonomic, etc., should be identified and recorded in light of the above mentioned data and research. The following issues and their effects should also be taken into consideration:

- a. Dangers caused by the hygiene conditions of the workplace, and the hygiene habits of the workers.

(4) In absence of any previous data and measurements for sources of physical, chemical, biological, psychosocial, ergonomic, etc., dangers in the workplace, all such tests, measurements, and analyses must be conducted to determine the magnitude and nature of workplace dangers and workers' degrees of exposure.

**PRECAUTIONS****30. REQUIRED PHYSICAL PRECAUTIONS**

1. All entrance and exits of the workplace must be controlled to minimize physical contact between persons.
2. Entrances to the dining hall and seating arrangements should be organized according to a minimum social distance of 1.5 meters. Seating should be diagonally planned. Workers should eat in numbers appropriate to the dining halls' capacity. All salt shakers, napkins, and other such equipment should be removed from tables. Rest areas should be used at designated times by designated numbers to avoid being used *en masse*. Mass use of rest areas should not be allowed.
3. All workers' temperatures should be taken via remote instruments upon entering service vehicles, at the entrance of the workplace, and at lunch breaks.
4. Service vehicles should be occupied maintaining a social distance of 1.5 meters.
5. Alternate shifts should be used for workers.
6. All work areas must be adequately ventilated.
7. Elevators should not be used. If absolutely necessary, persons riding the elevator should stand back to back at a minimum distance of 1.5 meters.
8. All meetings, briefings, and training sessions should be conducted online and via tele-conference whenever possible. If *in situ* meetings are necessary, social distance must be maintained, the number of attendants should be limited, and the space should be disinfected and ventilated with sufficient numbers of supplies like hand sanitizer and wet napkins provided for all attendants. Workers should be instructed not to attend any meeting if feeling unwell. All names and contact information for attendants should be kept confidential for at least 1 month; in case of one or more persons becoming symptomatic after the meeting the list will be kept safe for use by public health authorities tracking Covid-19 cases.
9. All training sessions should be conducted online.
10. Vehicles with more than one driver should be disinfected between drivers using 1:10-100 bleach formula.
11. The number of changing rooms and showers should be increased, with 2 lockers for each person.

**PRECAUTIONS****31. MEDICAL PRECAUTIONS**

1. All persons suspected of Covid-19 symptoms should be subjected to Ministry of Health approved tests by health workers.
2. Any personnel who has a temperature above 37.3 degrees celsius and shows flu-like symptoms such as coughing, shortness of breath, runny nose, should not be admitted into the workplace. They should be taken to wait in a Covid-19 isolation room and given masks and gloves to wear. Any contact between such persons and other personnel must be prevented. 184 should be dialed and the person transferred to the nearest hospital.
3. Any personnel showing aforementioned symptoms in article 2 during the work, should be taken to wait in a Covid-19 isolation room and given masks and gloves to wear. Any contact between such persons and other personnel must be prevented. 184 should be dialed and the person transferred to the nearest hospital.

**PRECAUTIONS****32. PREEMPTIVE PRECAUTIONS.**

1. The work place should be kept closed until the Covid-19 pandemic decreases in effect.
2. All personnel returning from an overseas trip must remain at home under quarantine for 14 days. If necessary they should be directed towards the 184 call center for Coronavirus guidance.
3. Domestic travel should not be conducted.
4. No visitors should be allowed in the workplace. If necessary, they should be admitted only after their temperature is taken; no one with a high temperature should be admitted. All visitor meetings should take place in an isolated location.
5. Seating arrangements should be marked out on the seats in transportation vehicles. The number of

passengers must be limited.

6. Workers should be prevented from taking public transportation to the workplace, and sufficient numbers of service vehicles must be provided in this regard.
7. Food service should be limited to pre-packaged lunch boxes, prepared according to hygienic guidelines.
8. All workers over the age of 60 and/or who have chronic diseases should go on leave.

### PRECAUTIONS 33. REQUIRED ON SITE PRECAUTIONS

1. **Disinfection Policies:** All service and transportation vehicles must be disinfected daily. All most commonly used surfaces on service vehicles must be cleaned twice daily. All common areas such as offices, rest areas, dining halls, toilets, sinks, faucets must be disinfected regularly. All computers, laptops, keyboards, printers, and mice should be disinfected once a day. All doors, door handles, chair surfaces should be disinfected twice daily. Bathrooms, toilets, faucets, and sinks should be disinfected thrice daily.
2. **Work Arrangement:** All seating arrangements should be organized to limit contact and preserve a minimum of 1.5 meters social distance.
3. **Hand Sanitation:** All workers should be encouraged to wash hands regularly with soap and water for at least 20 seconds. Hand sanitation liquid with a minimum of 70 percent alcohol should be provided at all entrances and exits as well as throughout the workplace, and upon entering service vehicles to and from work. Hand sanitizers and disposable paper towels should be available to all personnel.
4. **Garbage Disposal:** Separate foot pedal trash cans for masks, gloves, personal protection equipment and sanitation materials should be placed everywhere and marked out specifically.
5. Water dispensers, salt shakers, and any other types of open beverages or condiments should not be used at all. Bottled water and drinks should be used instead.

### PRECAUTIONS 34. ENGINEERING PRECAUTIONS

1. Activating effective ventilation systems, checking filters and performing regular maintenance operations.
2. Constructing large plastic/glass transparent barriers to be placed between visitors, customers, or sick persons, and staff.
3. Prioritize constructing protective barriers for health workers' operations with new hires and symptomatic persons.
4. Install card-activated systems at locations where entrances and exits must be controlled, instead of fingerprint based systems. Sensor activated doors should be used to avoid contact in unrestricted areas such as bathrooms.
5. UVC lamps should be used in common areas such as the dining hall, changing rooms, and health clinic. They should automatically turn off when the rooms are empty.
6. Photocell sensitive lighting should be used in restrooms.
7. All equipment in rest rooms such as faucets, hand sanitizers, paper dispensers, etc., should be sensor activated.
8. All meetings and training sessions should be conducted online or via tele-conference.

### PRECAUTIONS 35. PRECAUTIONS: FIRST AID/SAFETY PRECAUTIONS

1. Any personnel showing symptoms should go immediately, wearing a mask, to the health clinic to be examined by the resident physician. If the physician determines Covid-19 infection a possibility, the nearest Ministry of Health designated hospital should be called and the symptomatic person should wait to be transferred there in the designated isolation area.
2. All refuse belonging to the symptomatic person should be disposed of according to the guidelines for medical waste disposal.
3. If the symptomatic person must use a restroom while waiting, they must be given a separate restroom.



4. All individuals who had contact with the symptomatic person should be put in quarantine. These individuals may be identified through questioning the symptomatic person and colleagues, as well as looking at camera/surveillance footage.
5. All equipment handled by the symptomatic person should be identified and disinfected thoroughly. Questioning the symptomatic person and colleagues, as well as looking at camera/surveillance records can be used to identify all such equipment.

**PRECAUTIONS****36. REQUIRED PRECAUTIONS FOR INDIVIDUALS**

1. Any physical contact including shaking hands, hugging, kissing, etc., should be discouraged at the workplace. All workers must observe these guidelines.
2. **PPE use:** All passengers in service vehicles must wear masks. All personnel who have to work closely and all hygiene workers must wear FFP2 - FFP3 masks compatible with the EN149 standard, visors compatible with the EN 166 standard, and gloves compatible with the EN 374-5 (virus) standard. If such PPE are not available, surgical masks and nitrile gloves may be used. Care should be taken over the use of all personal protective equipment. Touching face, mouth, nose, eyes, with gloves should be avoided.
3. **Work Clothes:** Work clothes should be worn to the workplace. Workers should change their clothes leaving work.
4. Determine contact with any person suspected of Covid-19 symptoms and report such information to designated health institutions.

**PRECAUTIONS****37. REQUIRED PRECAUTIONS FOR SPECIAL NEEDS' INDIVIDUALS**

All personnel over the age of 65, those suffering from chronic diseases, pregnant women, disabled individuals, must be examined by the resident physician to determine whether they are suited to work under current conditions. If deemed unsuitable, they should be placed on leave. If not, they should continue working according to the official regulations concerning such persons published by the Ministries of Health, Interior, and other relevant institutions.

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