# COVID - 19
# SHOOTING PROTOCOLS

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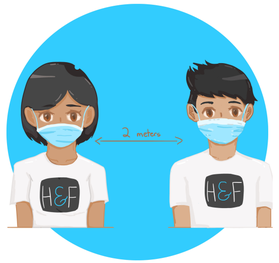
# EVERYTHING WILL BE ALL RIGHT.

This protocol is put in place by Hot & Fresh Production as part of keeping ourselves, our family and community safe of COVID-19. Breach of this protocol by individual or company will result in removal from the shoot or total closure of the filming set for safety measures.

# BEST PRACTICES:




















## INTERACTING WITH OTHERS DURING SHOOT

- Maintain the required social distance of 2 meters away from each other every time you are in the work place.
- Avoid physical contact when greeting partners.  A friendly wave from a distance is enough.
- Do not share personal items, specially water containers, phones, pens, walkies, work tools and the like.

## SELF REGULATORY

- Monitor your health closely and be vigilant with symptoms (cough, fever, shortness of breathing).
- Wash your hands frequently, and always give it a good scrubbing with soap.
- Cover nose and mouth when coughing and sneezing.
- Stay at home if you feel sick and consult medical personnel if you show signs of symptoms.

## PREVENTIVE MEASURES

- Regular cleaning of shooting area especially areas of frequent contacts like doorknobs, tables, chairs, etc.
- Maintain good ventilation in the area: open windows if possible.

## WORK CULTURE

- Always remind everybody to wear a mask, wash their hands and use alcohol to disinfect.
- Promote remote meetings rather than face to face.
- Work from home whenever possible instead of going to the office.
- Always open communication, phones and online, for meetings and collaborations.

# PRE PRODUCTION







**THE PPM DECK**

- Encourage remote internal meetings instead of face to face.

**CASTING**

- Initial Casting- Talents should have updated castings demos and head shots of themselves and send them to casting team.
- Shortlisted talents must take videos of themselves based on the instructions given by the casting team and director.
- Final casting/workshop/fitting should be done in the studio with assigned time of arrival for each talent to avoid crowding with a 30 mins to 1 hr. interval if necessary. The number personnel in the casting studio should be kept at a minimum and should observe social distancing.
- Videos of final casting/workshop/fitting will be sent to director and agency for final approval.

**EQUIPMENT AND LOCATION SANITIZATION**

- Equipment should be sanitized by disinfectant before and after the shoot.
- Locations and studios should also be sanitized before the day of shoot.
- All production vehicles should be disinfected before use.

# SHOOT ON-SET



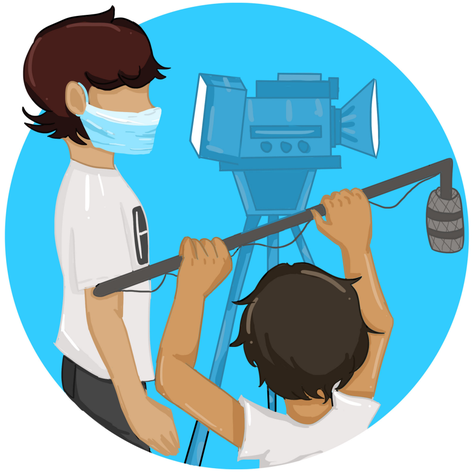

**SHOOT ON-SET**

- Medic team is required to check the temperature of every person in the shoot, as well as provide everyone with sanitation materials and protective gear.
- All attendees should register after inspection and sign an affidavit/waiver that they are not sick and have not been abroad 15 days before the shoot.
- Safety briefing and reminders should be done before any activity.

**OTHER PROTOCOLS DURING SHOOT ON-SET**

- Make a well-ventilated area with enough space for distancing as holding area.
- Provide soap dispensers instead of hand soap.
- Please provide appropriate signages for each section of location and studio.
- Use disposable/eco -friendly utensils.  Bring your own water container or tumbler for drinking.
- Pre-packed meals for all and staggered meal times to avoid crowding.
- Video villages should have minimal people and must be well ventilated.
- Limit the access to shooting area for essential personnel only.  Other personnel should stay in their holding areas.
- Staff & Crew from each department should wipe their gears with disinfectant on the whole duration of the shoot

# REAL TIME SHOOT FOOTAGE SHARING







**REAL TIME SHOOT & POST FOOTAGE SHARING APPS**

We acquired QTAKE Streaming Services for safe and real time shoot footage sharing.
This requires Clients to download Q-Take from the Apple app store. and supports up to 16 Apple Users utilizing internet access for live feed of the Camera.
Please click the link to their site for more information:  http://qtakehd.com/qtake-monitor/

On the editorial side we will incorporate Frame.io which allows people to make timecode based comments all within a simple and easy to navigate interface.