

# Mandatory Safety Rules

## for the Resumption of Content Production

Version 2  
19 June 2020  
Endorsed by



# Summary of Key Changes for Phase 2

- ❖ Clarification that onscreen talent are to observe 1-metre distance from next person
- ❖ Companies/Productions for broadcast and other digital media that must register with IMDA (list of production types listed on page 4: Safe Distancing): no more than 30 personnel on location, including no more than 10 onscreen talent/performers (unmasked)
- ❖ Companies involved in all other productions: no more than 10 personnel on location, including no more than 5 onscreen talent/performers (unmasked)
- ❖ Productions with “live” singing must not have more than 10 personnel on location, with no more than 5 singing talent/performers (unmasked)
- ❖ “Live” singing talent/performers are advised to observe 2-metre distance from next person

# Introduction

The **Mandatory Safety Rules for the Resumption of Content Production** are a result of consultation with key industry stakeholders.

The Mandatory Safety Rules will be applied to film & TV shoots to help minimise the risk of transmission of COVID-19 while allowing work to continue within Government restrictions and safe distancing measures.

The Mandatory Safety Rules will apply to associated sectors that are engaged in audio/visual production.

Film and TV productions already have strict controls on logistics and personnel movement as standard operating procedures. We will adhere to the national directives on infection prevention and safety measures, and implement these to our standard operations.

This document will be updated as new rules or advisories are published and more sector-specific information becomes available.



## Safe Distancing

- For **onscreen talent**, please maintain a **1-metre distance** from the next person. For **“live” singing** as part of the production, productions must adhere to no more than **10 personnel on location**, and no more than **5 singing onscreen talent/performers (unmasked)**; further, each “live” singing talent/performer is advised to observe a **2-metre safe distance** from the next person.
- (a) IMDA requires companies involved in the following activities to be registered: Production of programmes for broadcast and other digital media, such as TV commercials, short narratives, documentaries, feature films, requiring large crew: no more than **30 personnel on location**, including no more than **10 onscreen talent/performers (unmasked)**, at any given time.
- (b) For companies involved in all other productions: no more than **10 personnel on location**, including no more than **5 onscreen talent/performers (unmasked)**, at any given time.
- Stagger working hours and implement tiered arrivals of cast/crew.
- Implement or enhance shift or split team arrangements. No interaction between teams/shifts, including off-work.
- Remote Working/Video Conferencing - Video communication on and off-set must be used. Various video conferencing software is available such as Microsoft Teams, Zoom, Skype and Google Hangouts.
- Ensure there are no unauthorised and unannounced visitors to the production/office. Only authorised personnel as per callsheet allowed at the location.



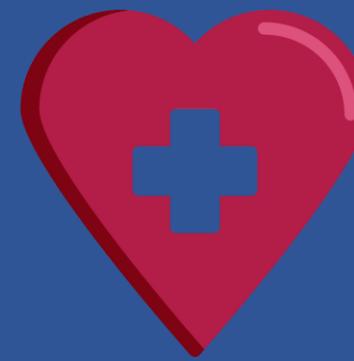
## Safe Socialising

- All social gatherings (e.g. birthday celebrations, team bonding activities, etc.) at the workplace must be cancelled or deferred.
- All staff/crew/cast must not socialise or congregate in groups during breaks or mealtimes (e.g. common spaces such as staff canteens, pantries, water coolers/vending machines, smoking corners, etc.).
- Employers must not organise social gatherings outside the workplace and must also remind all personnel not to socialise outside the workplace, both during or outside working hours (e.g. going out together for lunch, dinner, breaks or drinks), including with colleagues from separate teams/shifts/worksites.



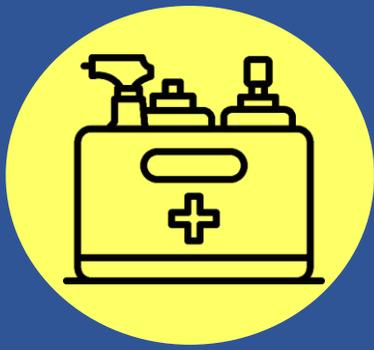
## Information Sharing & Contact Tracing

- Government mobile app "SafeEntry" (where present) must be used to record the entry of all personnel (including office employees & visitors). For the full list of workplaces where "SafeEntry" must be deployed, please refer to <https://www.safeentry.gov.sg/deployment>. All personnel and visitors should check-in and check-out of workplaces using "SafeEntry" to help the MOH in establishing potential transmission chains.
- Full contact details of everyone involved in a project must be collated and kept up to-date, including shift arrangements. Refer to MOM's requirements for safe management measures at workplace. [Link:<https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>]
- Refer to PDPC's advisory for personal data protection measures to consider when implementing safe management measures and solutions. [Link: <https://www.pdpc.gov.sg/covid19>]



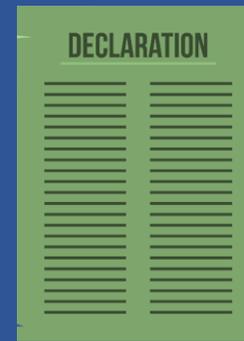
## Personal Health Advisory

- All personnel must observe good personal hygiene including practicing frequent handwashing/sanitising.
- Seek medical attention promptly if you are feeling unwell, from one clinic. Retain MC records for all visits.
- If feeling unwell, you should not come into work.
- Individuals to report to employer whenever they are feeling ill and/or showing symptoms such as dry cough, fever, muscle pain and/or sore throat.
- Avoid close contact with people who are unwell or showing symptoms of illness, be this at home or other environments.



## Production Health & Sanitation Management

- To conduct main health and safety briefing prior to commencement of production, and subsequent daily safety briefing.
- Temperature checks every day on entry to work and repeated half-way through the shift.
- Masks and gloves to be always made available to all persons. Masks must be worn at all times (except when cast/talent are doing a take/filming).
- Face shields must be worn by all personnel who come in proximity with other personnel such as cast/talent (e.g. Sound personnel mic-ing, Hair & Make-up, Costume/Wardrobe).
- Hand sanitiser/disinfectant made available to all persons or at designated stations for regular hand-cleaning, as well as hand washing facilities.
- Designated health officer must be appointed to the production, to be responsible for remedying non-compliance, monitoring and enforcing all COVID-19 protocols including hygiene measures and data collection (temperature measurements, contact tracing, COVID-19 test results).
- Assign cleaners to carry out cleaning and housekeeping daily.
- Equipment Handling and Cleaning/Disinfection - All technical equipment (camera, lights, grip, communication etc) will be cleaned at the beginning and the end of each day, and between each new user. Any workstation used by more than one person will be cleaned between each user.



## Health, Travel & Safety Declarations

- Employers should obtain a health and travel declaration from their personnel, declaring health status, contact and local and international travel history for the last 14 days.
- All personnel to sign an undertaking to acknowledge and commit to all H&S Guidelines.
- For any personnel or talent coming from outside Singapore, they will comply with the Immigration & Checkpoints Authority (ICA) on isolation regulations.

# Other Production Safety Measures

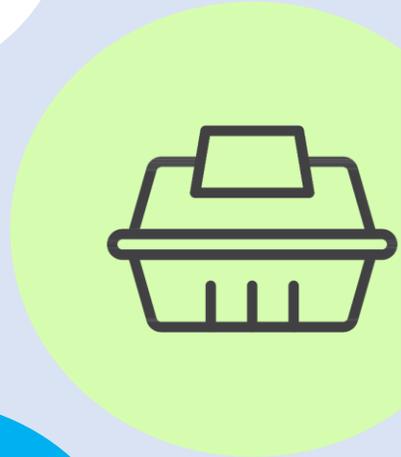
a) **An infographic with QR code provided by the IMDA that directs crew/public to the Mandatory Safety Rules** to be put up at strategic locations within the production area.

b) **Catering** – No buffets allowed. All meals and drinks must be served as single-serving portions & containers (e.g. paper/plastic boxes, water bottles, cans, etc.) and distributed to avoid surface contamination. Sit down meals and morning and afternoon tea / coffee breaks should be at designated times and in two separate locations to ensure social distancing. Strictly NO coffee station with self-service, snack bowls or unpackaged foods and fruit that is not individually packed or served.

- No sharing of food.
- No unfinished food or drinks to be left unattended by the owner or kept in cooler box.
- Each personnel disposes of his/her own containers/bottled drinks/cans/cutleries, so that there is no cross-contamination.

c) **Costume/Wardrobe** – Costumes should be provided individually and hung in their own cover.

d) **Hair & Make-up** – Ensure hair/make-up kit is sterilised and use as much disposable equipment as possible. No sharing of make-up kit.



# Other Production Safety Measures

e) **Props & Sets** – Stagger teams to work on props/sets and disinfect props/equipment between each user.

f) **Cast/Talent Management** – For onscreen talent, please maintain a 1-metre distance from the next person. For “live” singing as part of the production, productions must adhere to no more than 10 personnel on location, and no more than 5 singing onscreen talent/performers (unmasked); further, each “live” singing talent/performer is advised to observe a 2-metre safe distance from the next person.  
Cast/talent to be on set only when required for their scene and to avoid any contact with other crew.

g) **Transportation** – If cast/crew need to be transported between locations, ensure that enough transport is arranged to adhere to LTA’s advisory on private transport:

[https://www.lta.gov.sg/content/ltagov/en/industry\\_innovations/industry\\_matters/LTA's%20Measures%20for%20COVID-19.html](https://www.lta.gov.sg/content/ltagov/en/industry_innovations/industry_matters/LTA's%20Measures%20for%20COVID-19.html)

h) **Insurance** – All are encouraged to take up personal insurance policies that cover medical expenses and loss of income. At present, production insurance excludes any coverage for COVID-19 or any other contagious diseases except for medical expenses incurred for its treatment. Insurers are consulting with production companies regarding premiums and coverage.

Find out more here:

<https://www.greasternlife.com/sg/en/personal-insurance/our-promotions-and-events/2020/coronavirus-coverage.html>

<https://www.aia.com.sg/en/coronavirus-disease-2019.html>

<https://www.ajg.com/sg/>

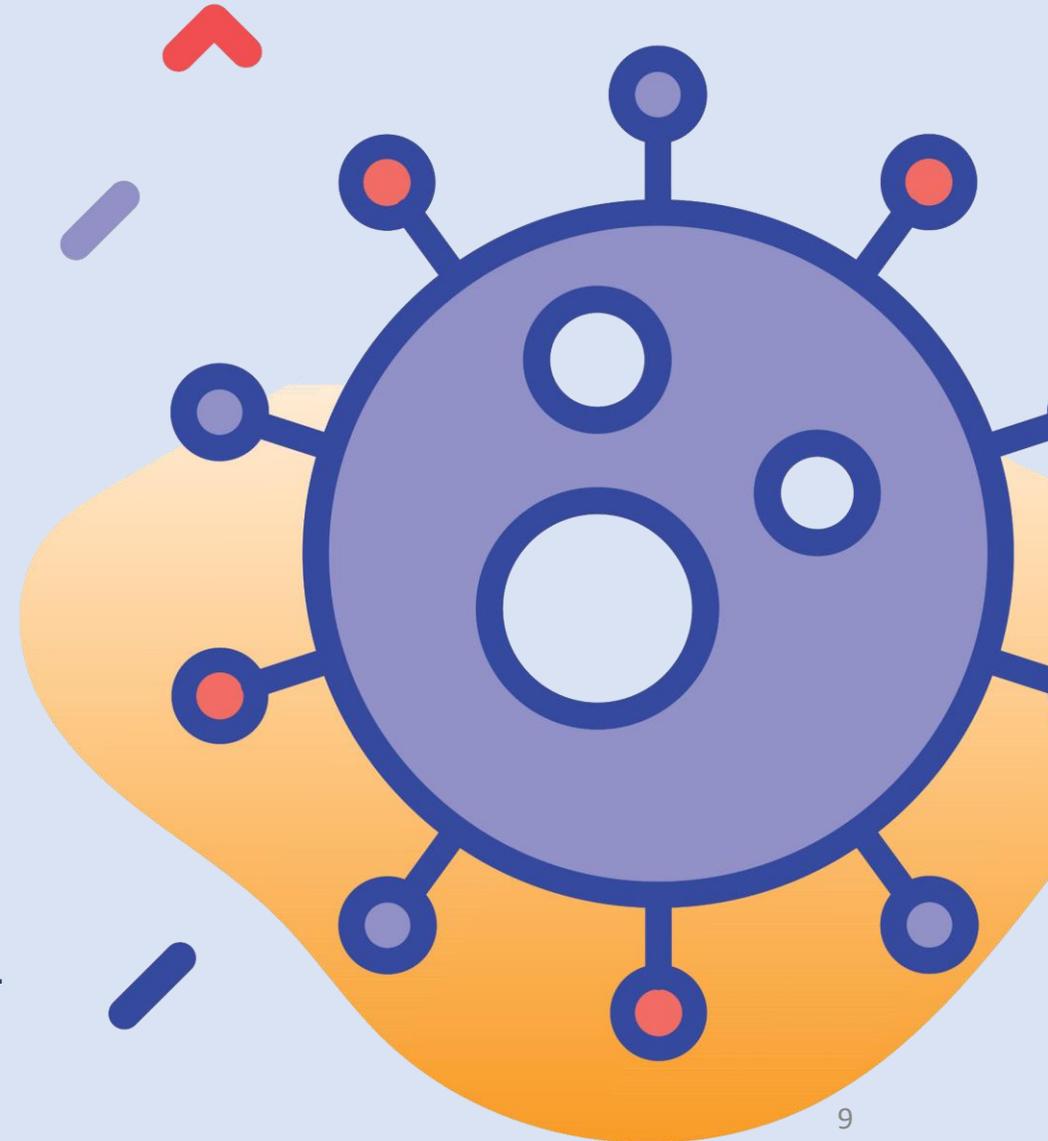
<https://www.aon.com/singapore/default.jsp>



# Response to a COVID-19 Diagnosis

- a) If it is confirmed that a team member is infected with COVID-19, production company will adhere to the Ministry of Health (MOH) and the National Environment Agency (NEA) on measures to follow.
- b) The MOH will assess who will be placed on quarantine.
- c) Should there be a suspect case:
  - **Production for that team must stop immediately.**
  - The suspect case must go through testing for COVID-19.
  - While the status of the suspect case is yet to be determined, that production team is not permitted to resume operations.
  - If the test results show that there is no COVID-19 infection, production is permitted to resume operations.
- d) Should there be an infection:
  - All members of that production team must undergo a 14-day Stay-Home Notice (SHN) in accordance to Government advisories.
  - The COVID-19-affected team member will not be allowed on set or to re-engage with the production without a medical certificate confirming that he or she no longer is infected.
  - Where necessary, replacement crew (identified beforehand) will be retained and admitted to the set after signing health and safety compliance checklist and clearing travel declaration.
  - Implement shutdown of workspace/location for thorough cleaning and disinfecting of premises.

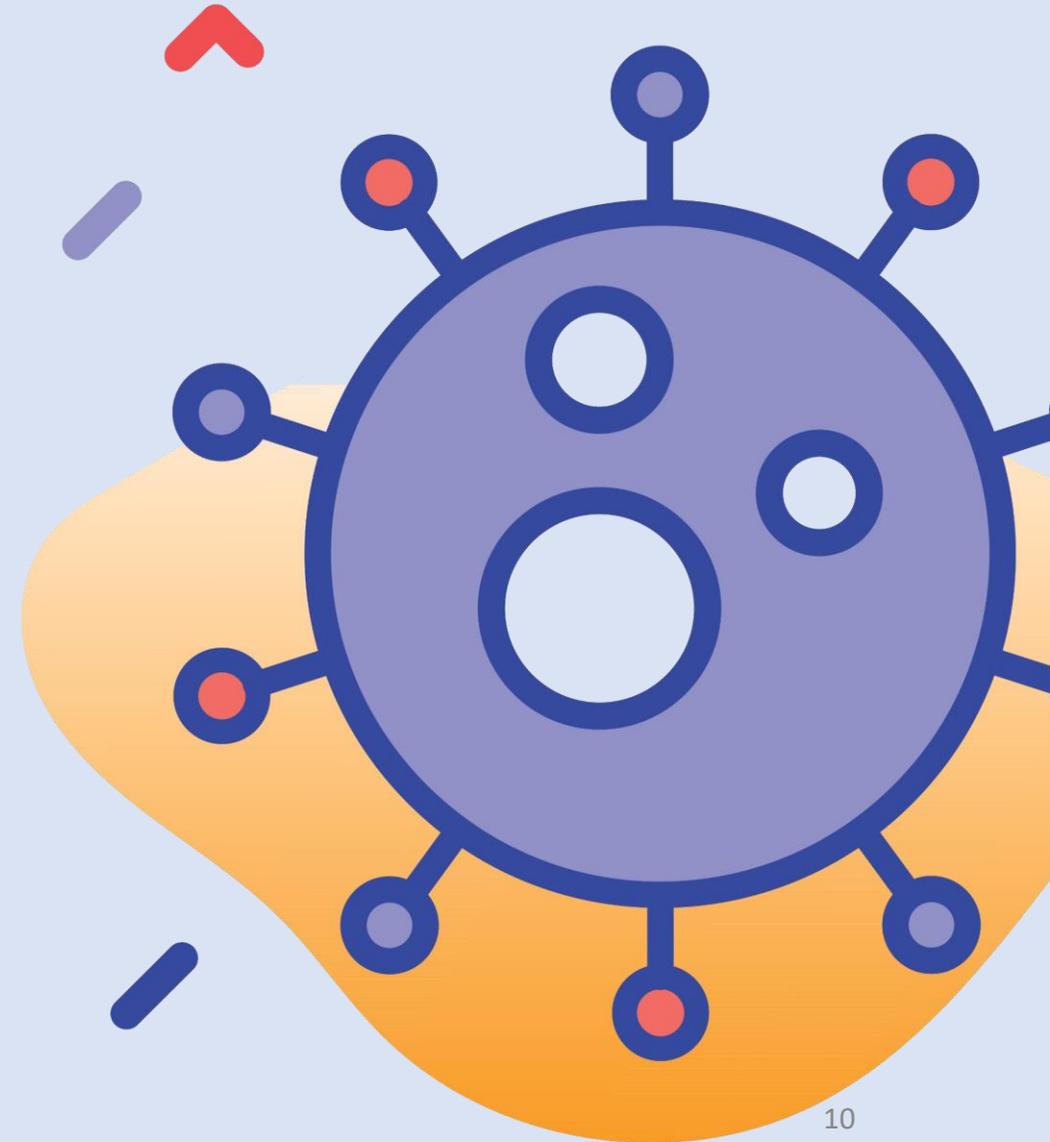
\*As advised by the Ministry of Manpower (MOM): <https://www.mom.gov.sg/covid-19/general-advisory-for-confirmed-or-suspect-case>



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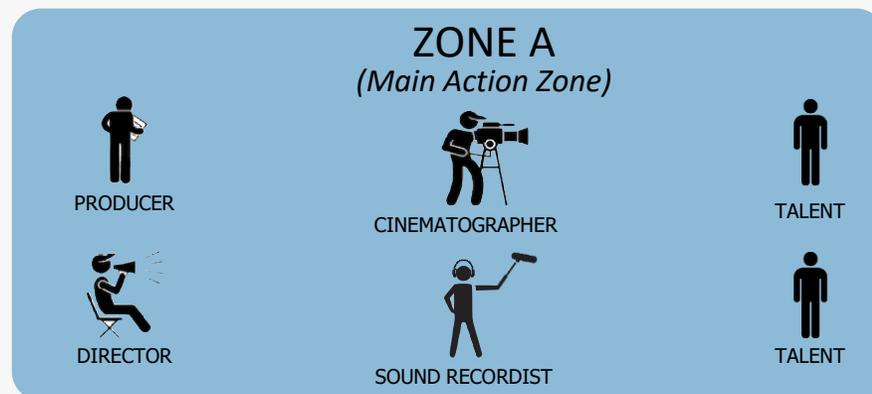
e) Procedure to follow in an office:

- The COVID-19-affected team member will not be allowed to enter the office premises without a medical certificate confirming that he or she no longer is infected.
- Immediately vacate and cordon-off the immediate section of the workplace premises where the confirmed case worked. There is no need to vacate the building or the whole floor if there had been no sustained and close contact with the confirmed case.
- Carry out thorough cleaning and disinfecting of that section of the workplace premises.

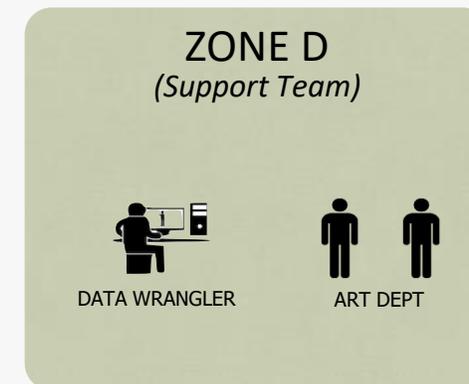
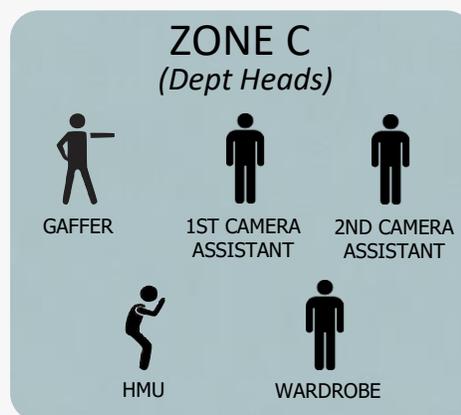
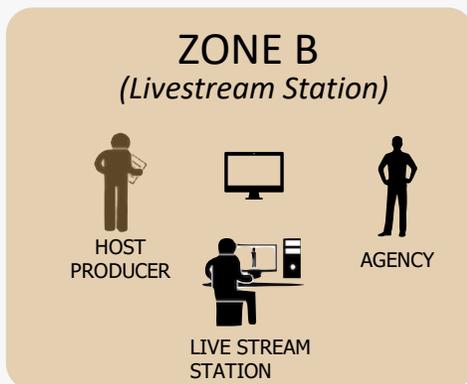


\*As advised by the Ministry of Manpower (MOM): <https://www.mom.gov.sg/covid-19/general-advisory-for-confirmed-or-suspect-case>

# Annex A: Example\*



- For **onscreen talent**, please maintain a **1-metre distance** from the next person. For **“live” singing** as part of the production, productions must adhere to no more than **10 personnel on location**, and no more than **5 singing onscreen talent/performers (unmasked)**; further, each “live” singing talent/performer is advised to observe a **2-metre safe distance** from the next person.
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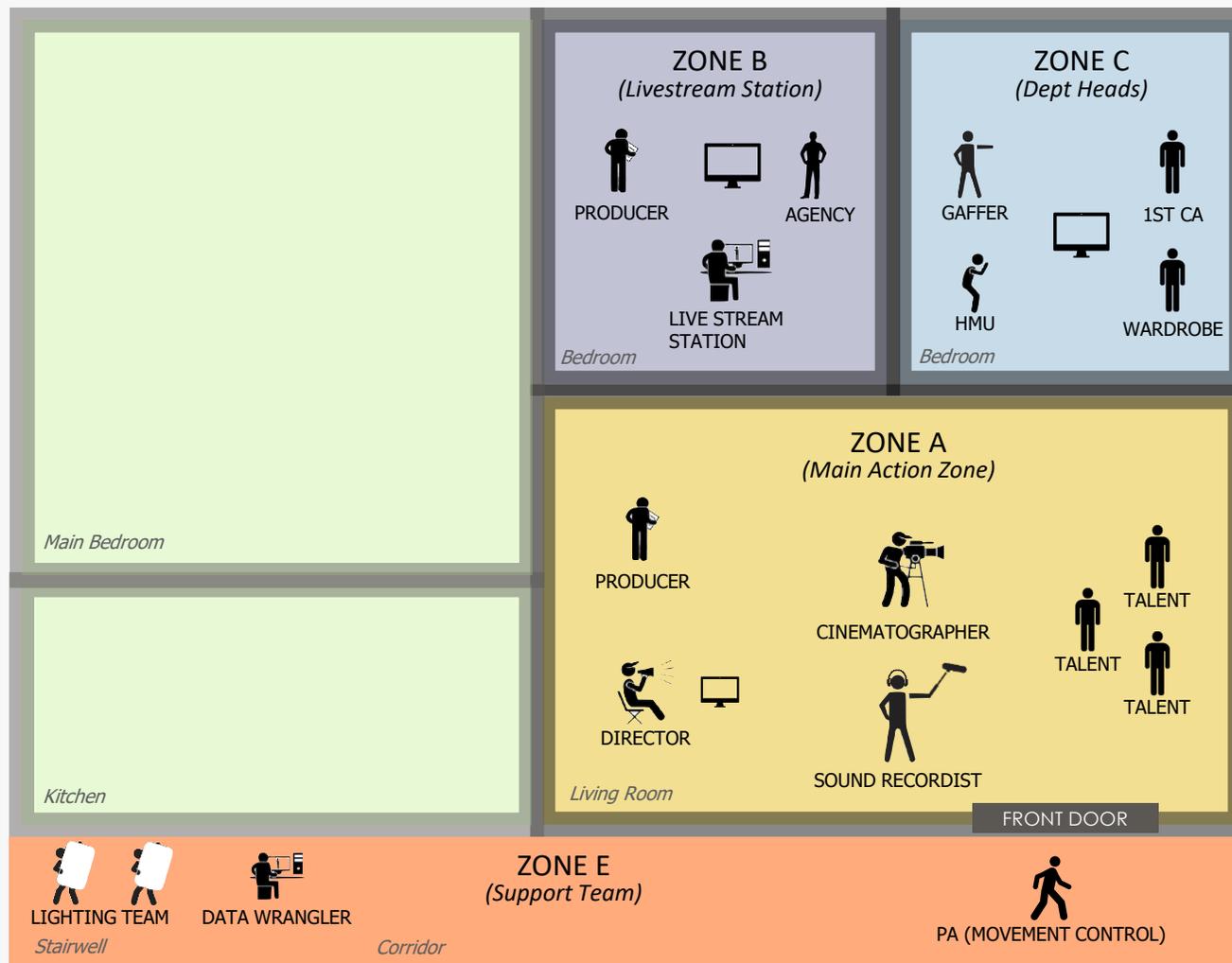


- (b) For companies involved in all other productions: no more than **10 personnel on location**, including no more than **5 onscreen talent/performers (unmasked)**, at any given time.
- Minimum personal distance of 1 metre from each other.
- Minimum distance of 2 metres between Zones.
- Option to wear colour coded arm bands to discourage cross zoning.



# Annex A: Example\*

## Small Production Setup Example



- Other personnel & zones to be spread out over other levels and stairwells.
- All personnel to watch video split via WIFI/livestream.

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- Minimum personal distance of 1 metre from each other.
- Minimum distance of 2 metres between Zones.
- Option to wear colour coded arm bands to discourage cross zoning.

# List of References & Essential Information

1. Ministry of Health Advisory  
<https://www.moh.gov.sg/covid-19>
2. Ministry of Health Moving into Phase 2 of Re-opening Advisory  
<https://www.moh.gov.sg/news-highlights/details/moving-into-phase-two-of-re-opening>
3. Ministry of Manpower Requirement for Safe Management Measures at the Workplace Advisory  
<https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>
4. National Environment Agency Cleaning and Disinfection of Areas Exposed to Confirmed Case(s) of COVID-19 in Non-Healthcare Premises Advisory  
<https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/advisories/general-sanitation-and-hygiene-advisory-for-premises-owners-and-operators>
5. Ministry of Manpower COVID-19 at the Workplace Advisory  
<https://www.mom.gov.sg/covid-19/general-advisory-for-confirmed-or-suspect-case>
6. Land Transport Authority Measures for COVID-19 Advisory  
[https://www.lta.gov.sg/content/ltagov/en/industry\\_innovations/industry\\_matters/LTA's%20Measures%20for%20COVID-19.html](https://www.lta.gov.sg/content/ltagov/en/industry_innovations/industry_matters/LTA's%20Measures%20for%20COVID-19.html)
7. COVID-19 Penalties under the Singapore Infectious Diseases Act  
<https://sso.agc.gov.sg/Act/IDA1976#pr65->

# List of References & Essential Information

## List of resources used in compilation of this document:

Bectu Safe Working on Film Shoots under Limited COVID-19 Restrictions

<https://bectu.org.uk/topic/health-and-safety-covid-19/>

[COVID-19] The New Rulebook: Guidelines for Film Production in Sweden & Denmark

<http://nordicfilmguide.com/localindustry/?fbclid=IwAR3SwlvpgH97TI31BVSqC4Tg80w1gIW4FDDWcZ8WCmH0P-4g1wkxXqC0Es>

EUFEN Risk Protection Against Contagion of SARS-COV-2 During Filming: Basic Safety Rules

<https://eufcn.com/>

# List of Contributors

**This document has been crafted in consultation with various industry stakeholders, including:**

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- Molby Low – Wawa Pictures
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- Desmond Tan – Atypical Films
- Irene Ang – Fly Entertainment
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- 64 Sound Personnel across the Singapore Media Industry
- 30 Head of Department representatives from the Production, Camera, Grip, Lighting, Hair & Make-up, Costume/Wardrobe, Props/Set, Casting, Post-production and Audio departments