

PRACTICAL GUIDELINES TO BE FOLLOWED BY AUDIOVISUAL PRODUCTIONS DURING THE CORONAVIRUS EPIDEMIC, AS RECOMMENDED BY AUDIOVISUAL PRODUCERS FINLAND – APFI, THE UNION OF JOURNALISTS IN FINLAND, THE FINNISH ACTORS' UNION, AND THE TRADE UNION FOR THEATRE AND MEDIA FINLAND

Updated 26th March, 2020

These recommendations shall continue to be updated. The aforementioned associations are continuously following government regulations and shall refine the recommended procedures listed below as required.

1. The production company shall clearly designate someone responsible for safety at work, whom the cast and crew members may contact and who is responsible for providing information and guidelines on occupational safety and the health and well-being of all members of the production.
2. At a minimum, the occupational health and safety measures in accordance with these recommendations that relate to general occupational safety must be communicated to all those involved in the production.
3. Specific occupational safety measures for each given day of filming must be communicated in advance to all cast and crew members involved. Cast and crew must also have the opportunity to contact the appointed occupational health and safety representative ahead of filming.
4. The production company shall identify all cast and crew members who are at risk or whose household includes a person at risk. The employee and employer agree on working methods, e.g. changes in job description.
5. The entire cast and crew shall be informed of the rules on sick leave. Anyone displaying flu-like symptoms must remain at home until all symptoms have subsided. In principle, calling in sick without a doctor's note is sufficient. COVID-19 infections are subject to doctors' orders.
6. Transfers to and from set shall be handled wherever possible by everyone's own means of transport.
7. The scale of the crew on set shall be production planned so that the number of people is kept minimal, and in such a way that a safe distance of 2 m to other cast and crew members can be maintained.
8. When working on set, different departments and groups are to work separately from each other. Necessary protective wear and materials are to be available on set at all times.
9. The hygiene of work spaces and break rooms as well as equipment is to be constantly maintained throughout the day. Equipment that must be cleaned includes: microphones, headphones, filming equipment.
10. Actors must dress themselves and set up their own microphones according to the wardrobe and sound departments' instructions, respectively. Wardrobe hygiene must also be considered when costumes are in storage.
11. The makeup and hair departments are responsible for ensuring the actor and makeup designer/hairdresser have the necessary protective wear, and that the tools and material used are not at risk of contamination.
12. Shooting intimate scenes should be avoided. The actor has the right to refuse close contact with other cast members, e.g. kissing.

13. Working and breaks are to be scheduled so that unnecessary proximity between people can be avoided. On set catering should be provided in individual containers whenever possible. There shall be no queue or congestion when distributing food.
14. Changing rooms, breakrooms and dining areas are to be spacious enough to allow the recommended safety distance of 2 m between all cast and crew members.

APFI office translation, 1st April 2020