

PRACTICAL GUIDELINES TO BE FOLLOWED BY AUDIOVISUAL PRODUCTIONS DURING THE CORONAVIRUS PANDEMIC, 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 12th June, 2020

These recommendations replace the ones issued on 26th March, and shall also 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 as well as making decisions regarding occupational safety and the health and well-being of all members of the production.
2. Occupational health and safety measures that relate to general occupational safety – at the very least those in accordance with these guidelines – as well as the team responsible for organizing these measures, must be communicated to all those involved in the production in accordance with these recommendations.
3. Specific occupational safety measures for each given day of filming must be communicated in advance (at least one day prior) 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. If a cast or crew member indicates that he or she may be a person at risk, there should be a low threshold for him or her to contact healthcare professionals and are recommended to do so. After this, any changes to work arrangements or methods are to be assessed together with the person in charge at the production company.
5. The entire cast and crew shall be informed of the rules regarding sick leave and possible illness during the work day. 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. Coronavirus testing is possible given the consent of the tested individual.
6. When traveling abroad or arriving in/returning to Finland, the [current Finnish Institute for Health and Welfare \(THL\) guidelines](#) apply.
7. Transfers to and from set shall be handled wherever possible by everyone’s own means of transport.
8. Work is to be planned and carried out in stages, so that there are as few people on set as possible when shooting scenes and also during other times in the general work area, as well as in such a way that a safe distance (2 meters recommended) to other members of the cast and crew can be maintained.
9. Each department must organize their work in such a way that it is hygienic and safe. When working on set, different departments and groups are to work separately from each other. Everyone must also wash their hands regularly. Necessary protective wear and materials are to be available on set at all times.
10. 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. Everyone is to take care of his or her own work equipment, and touching others' tools or equipment should be avoided.
11. 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.
 12. 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.
 13. Shooting intimate scenes should be avoided. The actor has the right to refuse close contact with other cast members, e.g. kissing.
 14. 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.
 15. Changing rooms, breakrooms and dining areas are to be spacious enough to allow the recommended safety distance of 2 meters between all cast and crew members. If it is impossible to obey social distancing protocols indoors, using face masks is recommended.

APFI office translation, 17th June 2020