



**DEPARTMENT OF TRADE AND INDUSTRY  
DEPARTMENT OF LABOR AND EMPLOYMENT  
DEPARTMENT OF HEALTH**

**JAN 12 2021**

**JOINT ADMINISTRATIVE ORDER**

No. 2021 - DDDI

**SUBJECT: Health and Safety Protocols for the Conduct of Film and Audiovisual Production Shoots and Audiovisual Activities During COVID-19 Pandemic**

**I. BACKGROUND**

The Inter-Agency Task Force for the Management of Emerging and Infectious Diseases (IATF-EID) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines states that for areas placed under Modified Enhanced Community Quarantine (MECQ) film, music, and television production may operate at fifty percent (50%) operational capacity while encouraging work-from-home and other flexible work arrangement where applicable. Operating establishments are mandated to comply with minimum public health standards at all times. In the absence of a vaccine or definitive cure for COVID-19, these non-pharmaceutical interventions remain the most effective way to prevent the spread and mitigate the risks of COVID-19. In view of the foregoing, this Order reiterates that all departments, sections, units, and individuals involved in the production shoots of film and audiovisual activities shall adhere to the minimum public health standards prescribed under the Department of Health (DOH) Administrative Order 2020-0015<sup>1</sup> as may hereinafter be amended.

**II. OBJECTIVE**

These guidelines are issued to set minimum health and safety protocols for the film and audiovisual sector in the midst of the COVID-19 pandemic. This Order aims to provide guidance to all companies and workers for the resumption of production shoots of film and the audiovisual content and other audiovisual activities following the established minimum public health standards for COVID-19 mitigation within various levels of community quarantine.

This Order prescribes the necessary prevention, detection, and rapid response measures to be implemented while maintaining business continuity across the film and audiovisual sector.

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<sup>1</sup>DOH Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation  
<https://www.doh.gov.ph/sites/default/files/health-update/ao2020-0015.pdf>

### III. SCOPE AND COVERAGE

These guidelines shall cover all audiovisual productions, regardless of the form and type (e.g. motion pictures, films, television shows, animation, documentaries, advertisements), production stage (i.e. Pre-production, Production or Principal Photography, and Post-Production), and venue of production, (e.g. on-location, studio, workplace), whether recorded or live.

### IV. DEFINITION OF TERMS

- A. **Administrative Controls** - refer to procedural interventions or modifications in policies, standards, and processes, that are meant to reduce the frequency and severity of exposure to infectious diseases (e.g. hygiene and disinfection protocols, temperature scan, work shifting, etc.).
- B. **Engineering Controls** - refer to physical interventions or modifications in spaces or environments, that are meant to prevent the transmission of infectious diseases (e.g. use of physical barriers, exhaust ventilations, etc.).
- C. **Most-at-risk Population (MARP) for COVID-19** - refers to population groups who have a higher risk of developing severe COVID-19 infection such as individuals aged 60 and above, pregnant, and those with underlying conditions or comorbidity at risk of COVID-19 exacerbation.
- D. **Interzonal Movement** – refers to the movement of people, goods and services between provinces, highly urbanized cities, and independent component cities under different community quarantine classification. For this purpose, the National Capital Region shall be considered as one area. Provided that movements to and from areas under granular lockdowns shall be considered as interzonal movement even if within the same province or highly urbanized city. (As amended by Paragraph A of IATF Resolution No. 79, October 15, 2020)
- E. **Intrazonal Movement** – refers to the movement of people, goods and services between provinces, highly urbanized cities, and independent component cities under the same community quarantine classification, without transiting through an area placed under a different classification. For this purpose, the National Capital Region shall be considered as one area. (As amended by Paragraph A of IATF Resolution No. 79, October 15, 2020)
- F. **Occupational Safety and Health (OSH) Officer** - refers to a trained key personnel in the work environment that provides occupational health and safety management and advice, conducts monitoring and reporting in the workplace, and engages staff in programs that ensure safe practice in the workplace.
- G. **Personal Protective Equipment** - refers to specialized clothing or equipment designed to protect workers against safety and health hazards that may cause serious workplace injuries and illnesses, i.e. protection for the body, eyes, head, face, hands, feet, ears, etc. as defined in DOLE Department Order No. 198.
- H. **Post-Production** - refers to the tasks that shall be completed or executed after the filming or shooting ends including but not limited to editing, visual effects, motion graphics, music scoring, color grading, and sound design.
- I. **Pre-Production** - refers to the planning stage where elements involved in the audiovisual content are finalized, including but not limited to script reading, setup, look test, wardrobe preparation, and rehearsal.
- J. **Principal Photography** - refers to the stage where the bulk of the film is shot, with actors on set and cameras rolling, as distinct from pre-production and post-production.

- K. **Producer**- refers to a person who is the head of, or acts as the representative of the production company who shall serve as a direct or indirect employer, and shall be directly or indirectly liable for all incurred violations in the workplace.
- L. **Production Zone** – refers to a work zone that allows for the production to be broken down and operate within physical distancing protocols.
- M. **Safety Officer** - refers to any employee or officer of the company trained by DOLE or DOLE-Accredited Training Organization and tasked by the employer to implement an OSH program, and ensure that it is in accordance with the provisions of OSH standards. He shall be in charge of the implementation of minimum health standards for COVID19 in the production set.
- N. **Set** - refers to the area in which a scene is shot. A set may include scenery and props, among others
- O. **Workers** - refer to persons who work in any stage of the production which include employees, regardless of the employment status, independent contractors, and freelancers.
- P. **Work Zoning** - refers to a system for workplace groups to keep different crews, staff, and contractors physically separated at all times. Some locations may need to apply alternative methods to the creation of work zones to achieve work group separation.

## V. GENERAL GUIDELINES

### A. Reorienting Production Shoots and Practices

1. Responsible business and filming activities means ensuring the health and safety of workers and the public. As such, producers shall ensure that all venues of production comply with the DOH minimum public health standards for COVID-19 mitigation to protect the health and safety of all personnel required to perform film and audiovisual duties in the midst of the COVID-19 pandemic, through the following strategies:
  - a. Increase Physical and Mental Resilience;
  - b. Stop Transmission;
  - c. Reduce Contact Rate; and
  - d. Shorten the Duration of Infectiousness of COVID-19.
2. Producers shall be responsible for implementing controls pursuant to these strategies and for maintaining records to provide evidence that the requirements have been met. They shall also ensure that records, forms, documents, and other information are appropriately and securely stored, kept and recorded for reporting and tracing purposes.

### B. Compliance with Local Community Quarantine Guidelines

1. Without prejudice to these guidelines, production companies and workers shall comply with the current community quarantine protocols where the venue of production shall be located, including curfews and other related guidelines and local issuances.

### C. OSH Committee and Mandatory Presence of Safety Officer and OH Personnel

1. *Safety and Health Committee shall be created within the production tasked with the authority to plan, develop and implement OSH policies and programs, monitor and evaluate the OSH program, and inspect and investigate all aspects of the work pertaining to the safety and health of workers.*

2. Necessary Safety Officers shall be present in all venues of production at all times. Safety officer/s of all workplace shall have the necessary training and experience requirement according to the category as contained herein. The safety officer shall be tasked by the producer to implement Occupational Safety and Health Standards program and ensure that it is in accordance with the OSH Standards. The number and types of Safety Officers shall depend on the nature of the activities and total number of workers that shall be present in the shoot, as prescribed in Sections 14 and 15, Chapter IV of DOLE Department Order No. 198 s. 2018.
3. Regardless of whether it is a workplace or production site, the qualified OSH personnel shall conduct an ocular inspection of the area and institute the necessary control measures. They shall likewise conduct health and safety orientation to all workers as often as needed to provide instructions on COVID-19.
4. The number and qualification of safety officers shall be proportionate to the total number of workers and equipment, size of work area, classification of the workplace and shoot with high risk scenes.
5. Production shoots shall have qualified occupational health personnel complemented with the required medical supplies, equipment, and facilities. The number and types of health personnel shall be proportionate to the total number of workers and the risk or hazard involved in the workplace.
6. A dedicated vehicle for transporting injured and sick workers shall also be provided at the set.

#### **D. Additional Function of the OSH Officer**

1. The Occupational Safety and Health Act mandates the presence of an OSH Officer on venues of production for purposes of COVID-19 mitigation. Additional functions shall be given to the OSH officer to ensure that COVID-19 health and safety protocols shall be in place for the safe conduct of production shoots and activities.

#### **E. Protecting the Vulnerable Workers**

1. Producers shall be discouraged from allowing workers who fall under any of the following categories to work on set:
  - a. Workers below twenty-one (21) years old;
  - b. Workers aged 60 and above;
  - c. Workers of any age with co-morbidities related to COVID-19 (e.g., hypertension, diabetes, cancer, or with immunocompromised health status); or
  - d. Workers with a high-risk pregnancy. The Producer shall develop agreements that detail alternative work arrangements and deliverables for these workers with no diminution in talent fees or benefits.
2. Should the MARP worker report to work on set, the worker shall secure a medical certificate / clearance from any competent authority (e.g. occupational health physician or government physician). The cost of such medical consultation/clearance shall be borne by the Producer, in line with DOLE Labor Advisory No. 18 s. 2020 *Guidelines on the Cost of COVID-19 Prevention and Control Measures*.

3. A child 15 to below 18 years of age shall be allowed to participate in on-camera in studio or location shoots for public entertainment and information provided that the minimum public health standards shall be observed as prescribed by the LATF for emerging diseases, DOH, DTI and DOLE.

**F. Venues of Production with Imminent Danger Situations**

1. Work shall not be allowed in locations / environments where an imminent danger exists. Should a worksite face an imminent danger situation, the OSH Officer shall advise the Producer of a work stoppage and provide suggestions to remove the imminent danger. Should this be unresolved, the DOLE shall be notified through a work alert.

**G. Refusing Unsafe Work**

1. In line with RA 11058 *An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof* and DOLE Department Order No. 198 *Implementing Rules and Regulations of Republic Act No. 11058*, all workers shall have the right to refuse unsafe work which they reasonably believe is potentially hazardous to their own health and safety or that of others. All workers shall also be oriented on safety and health hazard identification, risk assessment and control (HIRAC) to assess and identify occupational hazards in their venue of production accurately. Reported unsafe conditions and actions shall be immediately investigated and remedied without delay by the OSH Officer.

**H. Reporting of production shoots and Illnesses/Diseases/Injuries**

1. In accordance with the reportorial requirements of the OSH Standards, the producer shall furnish the DOLE Regional Offices having jurisdiction to the shooting location, the reports required by the host Local Government Unit (LGU).
2. The Work Accident/Injury Report (WAIR) COVID-19 form shall be submitted by the Producer to the DOLE Office with jurisdiction over the work area, copy furnished DOH at the end of the month. Any situation causing dangerous occurrence, death or disabling conditions shall be reported within 24 hours to the DOLE Office with jurisdiction.
3. Pursuant to DOLE DO 198, s. 2018, the workers or their representatives may also report accidents, dangerous occurrences, and hazards, especially possible violations of the production to health and safety protocols provided for in this JAO, to DOLE without fear of any form of retaliation from their employers. For these labor-related complaints, the worker may contact the DOLE Office with jurisdiction over the work area or to DOLE Hotline at 1349.

**VI. IMPLEMENTING GUIDELINES**

**A. General Precautionary Measures**

1. Producers through Safety Officer shall strictly ensure compliance with the following minimum public health standards to reduce chances of exposing themselves or others to the virus:

- a. Observe physical distancing (staying no less than one meter apart from each other) at all times. For further guidelines on physical distancing, refer to **Annex A**.
  - b. Properly wear face masks at all times
  - c. Wear face shields as often as permissible removing only when required by tasks presented or when the OSH risk would be greater if worn.
  - d. Disinfect hands regularly with hand washing with soap and water or other equally effective means.
2. Producers through the Safety Officer shall ensure compliance with other COVID-19 protective measures which shall include the following:
- a. Perform daily self-health examination and truthfully answer the health declaration form.
  - b. Avoid unnecessary touching of face, mouth, and eyes.
  - c. Smoking and use of electronic cigarettes or vaping devices shall be prohibited, especially in the venue of production. For designated smoking areas outside of these places, protocols shall be compliant with Executive Order No. 26, s. 2017<sup>2</sup> *Providing for the Establishment of Smoke-free Environments in Public and Enclosed Spaces*.
  - d. Observe strict personal hygiene and sanitation practices both at work and away from work.
    - i. Wash hands with soap and water, or use alcohol or sanitizers to disinfect hands.
    - ii. Cover mouth and nose when sneezing or coughing using disposable tissue or the inner portion of the elbow.
  - e. Wear appropriate PPE at all times.
  - f. Inform the OSH Committee immediately and subject themselves to 14-day self-quarantine or as otherwise advised by the OSH Committee if:
    - i. Workers live with or have had close contact with people who are confirmed or probable COVID-19 cases in the past 14 days; or
    - ii. Workers exhibited COVID-19 symptoms within the past 14 days.
  - g. In instances where production requires interaction with foreign producers, crew members, actors, and other international visitors, refer to the COVID-19 Immigration Protocols and Domestic Restrictions, **Annex B**.
  - h. For further general COVID-19 guidelines for all cast, crew, and workers, refer to **Annex H**.
3. Under COVID-19 community quarantine conditions or venues of production Producers shall ensure that the following shall be observed:
- a. All violations and concerns regarding failure to meet COVID-19 plans and policies shall be reported to the OSH committee of the venue of production for review and immediate correction. The OSH Officer shall be responsible for the enforcement of recommended corrections.
  - b. COVID-19 health declarations shall be completed before commencing work, and when reasonably requested throughout each project. See **Annex D** for more information on COVID-19 health declarations.

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<sup>2</sup>Executive Order No. 26, S. 2017  
<https://www.officialgazette.gov.ph/downloads/2017/05may/20170516-EO-26-RRD.pdf>

- c. Should any role or work at any point in the production shall be done remotely or from home, workers shall request the same upon discussion with the Producer.
- d. Should any COVID-19 measures impede the worker's ability to undertake his/her role safely, he/she shall notify the production immediately.

For further guidelines on preparing and setting up venues of production under COVID-19, refer to **Annex E**.

- 4. Before proceeding to on-site operations, Safety Officers shall first ensure adherence to the following controls:

- a. Engineering Controls:

- 1. Handwashing facilities, hand sanitizers, and dispensers with an alcohol-based solution shall be placed in all entrances, exits, and areas with high foot traffic.
- 2. Where possible, redesign layout of venue of production to ensure that physical distancing can be observed. Alternatively, sufficient physical barriers may also be placed to prevent droplet spread when talking or doing activities where the face mask is temporarily removed.
- 3. Physical markers that serve as visual cues for physical distancing shall be placed to guide individuals to maintain a distance of at least one (1) meter apart from each other.
- 4. An isolation area or space shall be designated in any venue of production, in all stages of production. This area shall be where workers who are showing signs of COVID-19 contagion shall stay while waiting for transport to healthcare facilities.
- 5. Proper waste management protocols, especially for infectious wastes, shall be in place. Trash bins shall be made available in strategic locations in the venue of production.
- 6. Where possible, appropriate ventilation and management of personnel movement shall be implemented as measures for infection prevention (e.g. separate paths for entry and exit).

- b. Administrative Controls:

- 1. The Producers shall craft a compliance plan to achieve the requirements of this Joint Administrative Order, focusing on managing work to maintain the health of workers while engaging in the film and audiovisual work sector. All involved in the film and audiovisual sector shall play a part in minimizing the risk of transmission of COVID-19.
- 2. The Producers shall organize its OSH Committee for the formulation of its OSH program and shall assign the necessary OSH officer/s required to be present in all workplaces at all times during working hours or during the entire project (for stay-in).
- 3. The Producers shall ensure that the plan and work protocols shall be communicated effectively to workers and other individuals by the OSH Officer before entering the site, or work. Language, culture, and disability requirements shall be taken into account to ensure information is understandable for all.
- 4. The Producers shall communicate and engage with their workers regularly on how to safely carry out work in a COVID-19

environment. Planning and implementing COVID-19 protocols shall involve workers.

5. The Producers shall consider the time needed to implement safety controls required for the venue of production i.e. allotting at least two hours to employ safety protocols during the workday.
6. The Producer shall ensure that all hazards have been reviewed and appropriately controlled. This includes workers' understanding of the operations, having fit-for-purpose equipment, checking the material, and environmental conditions. The plan and work protocols shall take into account the possibility that a site or location where film and audiovisual activity will take place may have become unsafe during the quarantine period.
7. Provision of alternative structures and arrangements for work:
  - i. Pre-production meetings, technical meetings, and other prep work shall be done online.
  - ii. Employees who are able to accomplish their duties off-site shall adopt work-from-home arrangements.
  - iii. For other pre-production meetings and activities that absolutely cannot be done online, the basic guidelines of physical distancing and having a minimal number of people in the venue of production shall be put in place.
8. The Producer shall provide mental and psychosocial support such as, but not limited to providing mindfulness activities/sessions, in-house counseling sessions, online counseling, and support groups to workers. Refer to **Annex F** for considerations for occupational mental health and well-being. The OSH Committee shall conduct mandatory advocacy awareness raising programs through facilitation of webinars, virtual lectures and training on COVID-19, its prevention and control, including best practices to be attended by all workers.
9. The Producer shall monitor current national issuances and local ordinances for disease control and implementing of local and national regulations before production so that plans or schedules may be adjusted.
10. Movement of workers, service providers, and contractors between projects and sites shall be planned and coordinated properly with the respective producers to prevent transmission of COVID-19.
11. The Producer shall provide transportation, food, and other services to workers, as needed.
12. Only workers who have been asymptomatic within the last 14 days prior to the date of work resumption shall be cleared to return to work, pursuant to DOH Department Memorandum No. 2020-0512<sup>3</sup>.
13. Producers may test workers for COVID-19 following protocols expounded in Annex G. Symptomatic workers and close contacts shall be tested for COVID-19 following existing DOH protocols. Producers may also opt to conduct pre- and post-production COVID-19 testing of production crew, staff, talents, etc., the cost of which shall be borne by the producers and not the worker.

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<sup>3</sup> DOH Department Memorandum 2020-0512 Revised Omnibus Interim Guidelines on Prevention, Detection Isolation, Treatment, and Reintegration Strategies for COVID-19

14. Further department-specific and operations-specific guidelines for pre-production can be found in **Annex C.1**.

## **B. On-Site Operations**

1. Once all controls are in place, the Producers shall ensure that the following on-site operation protocols shall be complied with:
  - a. Producers shall provide for daily on-site screening to ensure workers are fit for duty as they enter a site or start a film and audiovisual-related activity. This shall follow DOH guidelines for detection of COVID-19 symptoms, and identification of risk factors.
2. All workers shall be registered as they enter a work area, and such records shall be kept by the Safety Officer. Work area registers shall be filled in, where it is practical to do so, at the worksite, part of the worksite, or where film and audiovisual sector-related work shall be carried out.
  - a. Workers shall be subject to temperature checks prior to entering the building/office spaces. Workers who exhibit a temperature  $>37.5^{\circ}\text{C}$  or show flu-like symptoms shall not report to work, and should not exhibit any symptoms for a minimum of 14-days before being cleared for work.
  - b. Producers shall follow the DOH guidelines in referring and transporting symptomatic workers or those who will register symptoms to appropriate facilities. Refer to **Annex G**.
  - c. Producers shall train workers in the proper use, cleaning, and disposal of PPE designed to minimize COVID-19 transmission in line with DOH guidelines.
  - d. Workers shall be given guidance by the Producer on how to decontaminate themselves and their clothing when returning to their home living arrangements, and accessing other services where they may be in contact with others (including public spaces, retailers, and medical services).
  - e. Mass gatherings are prohibited, pursuant to DOH AO No. 2020-0015.
    - i. At any given point in time, only a maximum of fifty (50) individuals shall be allowed to partake in public activities in low-risk areas, and as determined by its risk-severity rating, subject to at least 1-meter physical distancing. However, individuals working on-site shall not exceed a total of 100 per day.
    - ii. Only essential workers necessary to perform physical work, supervise work, or conduct work shall be allowed to report physically at the venue of production.
    - iii. All workers who can work from home shall work from home. Visitors to the site shall be restricted to the minimum necessary to deliver work.
  - f. Work vehicles shall be sanitized after each journey through cleaning of internal surfaces and external handles and touchpoints. Physical distancing, wearing of face masks and face shields, shall be observed when using the vehicle (i.e. reduced capacity) pursuant to Department of Transportation guidelines.
  - g. Producers shall ensure that all concerned departments and workers are aware of scene and location restrictions as stated in **Annex I**.

3. To further mitigate COVID-19 in on-site operations, Producers shall ensure that the following additional controls shall also be put in place and complied with:

a. Engineering Controls

- i. Protocols for transport of suspect COVID-19 cases shall be in place, including provision of ambulance. (Hospitals shall report to suspect cases of COVID-19 to DOH.)
- ii. Routine cleaning of frequently touched surfaces and objects, and routine replacement of disinfectant solutions in foot baths shall be observed.
- iii. Availability of hand soaps, sanitizers, and other disinfectants in restrooms and in all entrances and facilities shall be ensured.
- iv. Footbath mats shall be placed in all entrances. Solutions may be 1:10 bleach solution i.e. 1 litre bleach mixed with 9 litres of clean water.
- v. Further department-specific and operations-specific guidelines for production or principal photography can be found in **Annex C.2** while post-production guidelines can be found in **Annex C.3**.

b. Administrative Controls

- i. For each venue of production, OSH officer/s shall be provided by the Producer to monitor and manage Occupational Safety and Health within the work environment including COVID-19 site protocols.
- ii. All venues of production shall implement additional disinfection measures of common areas, as recommended by the DOH.
- iii. Additional sanitary measures shall be implemented at the work location, including but not limited to, establishing proper respiratory hygiene practice and hand washing protocols.
- iv. Work areas with the potential for close interaction with members of the public or other persons not involved in the work shall be arranged to achieve physical distancing.
- v. Venues of productions shall be separated into zones to keep different crews, staff, and contractors physically separated at all times. Some locations may need to apply alternative methods for the creation of work zones to achieve work group separation. Further guidelines for production zone breakdown can be found in **Annex J**.
- vi. Work that requires close personal contact between workers (e.g. lighting, camera operation, sound, grip work, cast, makeup, wardrobe) shall be minimized. Work of this nature shall be planned and managed to establish a safe system of work following the COVID-19 Community Quarantine conditions for operation. Risk of COVID-19 transmission shall be included in risk assessments, and the highest level of control shall be considered and properly implemented.

- vii. All vehicles and transportation shall be in line with the Department of Transportation's omnibus public transport protocols and guidelines.
- viii. All items in the venue of production including deliveries shall be carefully managed, controlled, and regularly sanitized.
- ix. Equipment and material deliveries shall be planned and managed to avoid the risk of COVID-19 transmission.

#### **C. Leaving Site or Place of Work**

- 1. After daily operations, Producers shall ensure routine cleaning of frequently touched surfaces and objects, and routine cleaning and replacement of disinfectant solutions in footbaths.
- 2. As they leave, all persons shall be checked out of the venue of production and all records of these shall be kept.
- 3. For each venue of production, commonly used areas and surfaces that workers may have come in contact with shall be cleaned and sanitized at the end of each working day or the end of each shift. Specific guidelines for cleaning and disinfection can be found in **Annex K**.
- 4. All waste and disposable PPE shall be securely and safely disposed of. Appropriate controls and consideration shall be made for those handling contaminated (or potentially contaminated) waste products.

#### **D. Intrazonal and Interzonal Movement**

- 1. Intrazonal and Interzonal movement of workers for the purpose of conducting audiovisual production shoots may be permitted, subject to specific location restrictions and requirements.

#### **E. Emergency Management**

- 1. All Producers shall ensure that workers understand that any individual exhibiting flu-like symptoms such as fever, coughing, or chest congestion shall immediately inform their production, subject themselves to self-quarantine, and inform their respective Barangay Health Emergency Response Team (BHERT) or Local Health Office for monitoring.
- 2. Any venue of production that has had a worker with a positive COVID-19 diagnosis shall:
  - a. Contact the DOH Epidemiology Bureau or their respective Regional Epidemiology and Surveillance Units to report possible exposure and facilitate contact tracing, as necessary;
  - b. Gather records of all persons who have been on-site, or who have had close contact or involved with the person who has tested positive from the past two weeks of the onset of symptoms. These records shall be presented to the DOH to aide in contact tracing;
  - c. Inform the wider workforce of the situation while protecting the individual's privacy so that further health monitoring could take place for individuals that a confirmed COVID-19 case potentially had contact with;
  - d. Clean and sanitize all site surfaces and equipment;

- e. Prevent any person from entering the venue of production until disinfection of the venue of production shall have been performed; and
- f. Follow any other directions from DOH.

## **VII. ROLES AND RESPONSIBILITIES**

### **A. The Department of Labor and Employment shall:**

- 1. Provide technical assistance in developing the necessary labor standards, protocols, and guidelines in the workplace during the COVID-19 Pandemic;
- 2. Enforce penalties for reported violations of this Order;

### **B. The Department of Health shall:**

- 1. Continue to update the set minimum public health standards based on most recent evidence available and issue succeeding updates through DOH Department Circulars; and
- 2. Provide technical assistance in developing the necessary health standards, protocols, and guidelines in the workplace during the COVID-19 Pandemic;

### **C. The Department of Trade and Industry shall:**

- 1. Implement and monitor compliance of this JAO; and
- 2. Provide technical assistance in developing the necessary public health standards, protocols, and guidelines in the venues of production for the duration of the COVID-19 Pandemic.

### **D. The LGUs shall:**

- 1. Implement and monitor compliance with the COVID-19 mitigating guidelines. For violations of the same, the LGU shall impose necessary sanctions according to IATF guidelines; and

## **VIII. PENALTY CLAUSE**

- 1. The DOH, DOLE, DTI, and concerned LGU's Health and Sanitation Office shall strictly monitor compliance with this JAO through inspection and post-audit mechanisms.
- 2. In case of findings of non-compliance with this JAO, the production shall be temporarily suspended until full compliance with the prescribed minimum public health standards.

## **IX. REPEALING CLAUSE**

FDCP-DOLE-DOH Joint Administrative Order No. 1, series of 2020, entitled Health and Safety Protocols for the Conduct of Film and Audiovisual Production Shoots and Audiovisual Activities During COVID-19 Pandemic is expressly repealed. other related issuances not consistent with the provisions of this Order are hereby revised or modified accordingly. Nothing in this Order shall be construed as a limitation or modification of existing laws, rules and regulations.

**X. SEPARABILITY CLAUSE**

Should any provision of this Order or any part thereof be declared invalid, the other provisions, insofar as they are separable from the invalid ones, shall remain in full force and effect.

**XI. EFFECTIVITY**

This Order shall take effect immediately.

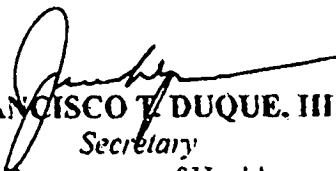
  
**RAMON M. LOPEZ**  
*Secretary*

Department of Trade and Industry



  
**SILVESTRE H. BELLO, III**  
*Secretary*

Department of Labor and Employment

  
**FRANCISCO T. DUQUE, III**  
*Secretary*  
Department of Health

**DTI-DOLE-DOH Health and Safety Protocols for the Conduct of Film and Audiovisual  
Production Shoots to Mitigate COVID-19**

**LIST OF ANNEXES**

As of December 9, 2020

**DISCLAIMER:** Due to the evolving nature of the ongoing COVID-19 situation, items reflected in the annexes are constantly being updated and revised based on the most recent evidence. Users are advised to check the official channels of DTI, DOLE, DOH and other government agencies for up-to-date information.

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*Annexes of this DTI-DOLE-DOH Joint Administrative Order can be accessed online through:  
[bit.ly/JAOonFilmMPHSAnnexes](http://bit.ly/JAOonFilmMPHSAnnexes)*

## **Annex A. PHYSICAL DISTANCING, HYGIENE PROTOCOLS, AND LIMITING PHYSICAL CONTACT AT EVERY STAGE OF PRODUCTION**

Practicing safe work to limit exposure to COVID-19, while operating under community quarantine conditions, means assessing the risks first, and then implementing the appropriate controls, whenever applicable.

All work shall be approached to reduce possible contact between workers and promote physical distancing wherever possible.

### **A. What is Physical Distancing?**

- a. Physical distancing means keeping a safe distance from others.
- b. No less than one meter away from other people shall be observed wherever possible. This is an important measure to help protect from COVID-19 which spreads via droplets from coughing and sneezing.
- c. There are varying measurements of physical distancing within spaces depending on the type of space where work is undertaken. These are broken down in controlled, uncontrolled, and close contact spaces.

- i. A **Controlled Space** is a situation where a Producer can reasonably provide:

1. Hand sanitizing / cleaning
2. Cleaning between groups when they occupy an area.
3. Maintain the required physical distancing
4. Health screening
5. Contact tracing (recording name, phone, and address)

In a Controlled Space, the required separation is one meter between people whenever applicable because of the additional measures implemented.

- ii. An **Uncontrolled Space** is a situation where a producer cannot reasonably provide the above measures. For these spaces (e.g. public spaces, shops, etc.), there is an expectation of two meters separation whenever applicable between workers and other persons because these spaces are outside of the production zone.
- iii. A **Close Contact Space** involves close personal contact that results in workers not being able to maintain one-meter physical distancing, e.g. Make-up and Hair, or intimate scenes. Close contact safety measures need to meet the same requirements as the controlled space above as well as taking additional control measures such as PPE and increased ventilation.

### **B. On Reducing Contact Rate**

- a. A maximum number of people on the production site shall be limited to fifty (50) people, unless a locality's community quarantine guidelines prescribe a less maximum number.
- b. Work from Home arrangements (WFH) shall be utilized for all stages of production as applicable. Physical contact may be reduced by conducting online meetings, electronic transactions, virtual reviews, and checks.
- c. Prolonged face-to-face interaction between workers and clients is discouraged, and face masks shall be worn at all times and not removed. Meetings needing physical presence shall be kept to a minimum and with a

short duration. Videoconferencing shall be utilized for lengthy discussions among workers whenever possible.

**C. On Shortening Duration of Infectiousness of COVID-19**

- a. If a worker is suspected of having COVID-19, he/she shall immediately proceed to the isolation area designated in the workplace or production site and never remove his/her mask.
- b. The OSH officer attending to the worker shall wear appropriate PPE and, if needed, shall transport the affected worker to the nearest hospital.
- c. Protocols for transport for suspect COVID-19 cases, whether from the workplace or production site shall be in place, including provision of an ambulance. The hospitals shall be responsible for reporting to the DOH the COVID-19 suspect case.
- d. The workplace or production site shall be decontaminated with appropriate disinfectants (e.g., chlorine bleaching solution and 1:100 phenol-based disinfectant).
  - i. After decontamination of the workplace or production site, the production or work may resume after 24 hours.
  - ii. Workers who were present in the workplace or production site with the suspect COVID-19 case shall go on a 14-day home quarantine with specific instructions from the clinic staff on monitoring of symptoms and possible next steps. If the suspected COVID-19 case has a negative result, the personnel may be allowed to report back to work earlier.
  - iii. If a worker is sick or has a fever but is not suspected of having COVID-19 (e.g. urinary infection, wound infection or any diseases not related to lungs or respiratory tract), the producer shall advise the worker to take prudent measures to limit the spread of infectious diseases, as follows:
    1. Stay at home and keep away from work or crowds.
    2. Take adequate rest and take plenty of fluids.
    3. Practice personal hygiene to prevent the spread of disease.
    4. Seek appropriate medical care in the case of persistent fever, when the difficulty of breathing has started, or when he/she becomes weak.

## **Annex B. COVID-19 IMMIGRATION PROTOCOLS AND DOMESTIC RESTRICTIONS**

The Philippine Government has implemented strict border control measures restricting travel into and out of the Philippines to mitigate the spread of COVID-19.

The Philippine Film and Audiovisual industry engages international partners for audiovisual services, production of content, and utilization of crew for their own productions. Local productions also utilize international crew and artists for their own projects.

### **A. Inbound Travel Restrictions by the Philippine Government on Foreign Travelers<sup>4, 5</sup>**

The entry of foreign nationals in the Philippines via sea or air are restricted effective 22 March 2020. Otherwise, allowed travelers entering the Philippine shall go into either stringent or mandatory quarantine facilities based on the assessment of the quarantine medical officer until COVID-19 test results and the corresponding Quarantine Certificate have been released or if the 14-day stringent or mandatory quarantine has been complied, whichever comes first.

<b>Category</b>	<b>Countries</b>
Cannot travel to the Philippines	All countries
Can travel to the Philippines but shall go into either stringent or mandatory quarantine facilities based on the assessment of the quarantine medical officer until COVID-19 test results and the corresponding Quarantine Certificate have been released or if the 14-day stringent or mandatory quarantine has been complied, whichever comes first.	<ul style="list-style-type: none"><li>• Foreign Governments and International Organization officials accredited to the Philippines.</li><li>• Foreign Spouse and children of Filipino nationals</li><li>• All arriving Filipino passengers, including their spouse and children (Filipino or foreign)</li><li>• Foreign airline crew members</li><li>• Land, air, and sea travel of uniformed personnel for official business, especially those transporting medical supplies, laboratory specimens, related to COVID-19, and other humanitarian assistance</li><li>• Overseas Filipino Workers (OFWs)</li></ul>
Can travel to the Philippines and shall self-quarantine for 14 days if unwell	No countries

<sup>4</sup>DFA travel advisory: inbound travel restrictions by the philippine government on foreign travelers, March 22, 2020, <https://www.dfa.gov.ph/covid-19-advisories/26402-travel-advisory-inbound-travel-restrictions-by-the-philippine-government-on-foreign-travelers>

<sup>5</sup>DFA travel advisory: inbound travel restrictions by the philippine government on filipino travelers, March 22, 2020, <https://www.dfa.gov.ph/covid-19-advisories/26400-travel-advisory-inbound-travel-restrictions-by-philippine-government-on-filipino-travelers>

**B. Community Quarantine** refers to the restrictions in movement within or out of the quarantine area of individuals, large people, or communities.

- a. The IATF risk assessment of the COVID-19 cases is deemed high within ECQ, MECQ and GCQ areas.
- b. MGCQ refers to the transition phase between GCQ and the new normal when temporary control measures are relaxed. Strict quarantine measures become less necessary while still adhering to health and safety protocols.

	<b>COMMUNITY QUARANTINE MEASURES IN THE PH<sup>6</sup></b>			
	<b>ECQ</b>	<b>MECQ</b>	<b>GCQ</b>	<b>MGCQ</b>
<b>International Travel</b>	The entry of foreign nationals in the Philippines via sea or air are restricted effective 22 March 2020. Otherwise, allowed travelers entering the Philippines shall go into either stringent or mandatory quarantine facilities based on the assessment of the quarantine medical officer. Travellers are to remain in stringent or mandatory quarantine until COVID-19 test results are released, are found negative, and the corresponding Quarantine Certificate has been released, or if the 14-day stringent or mandatory quarantine has been complied, whichever comes first. Travellers shall be referred to step-down facilities or for home quarantine (if found capable of home quarantine based on JAO No. 2020-0001 on the Guidelines on Local Isolation and General Treatment Areas for COVID-19 cases (LIGTAS COVID) and the Community-based Management of Mild COVID-19 Cases).			
<b>Domestic Travel</b>	<p>Strict Home Quarantine for everyone except for Head of Household obtaining goods and services</p> <p>Only essential workers in industries involved in the provision of medical, health, and basic necessities are permitted to travel to and from work</p> <p>No public transportation are allowed to operate</p> <p>Quarantine passes are required for movement of</p>	<p>Film and Audiovisual Production Shoots allowed with a maximum fifty (50) people following Health and Safety Protocols of DOLE, DOH and DTI</p> <p>Travel is allowed to access workplaces but no public transportation is allowed to operate</p> <p>Travel is limited from place of residence to the workplace unless deemed as an essential service.</p> <p>Ban is</p>	<p>Film and Audiovisual Production Shoots allowed with a maximum fifty (50) people following Health and Safety Protocols of DOLE, DOH and DTI</p> <p>Travel is allowed to access work. Limited public transportation is available.</p> <p>Movement for leisure purposes is not allowed.</p> <p>Ban is implemented on mass gathering activities.</p>	<p>Film and Audiovisual Production Shoots allowed with a maximum of fifty (50) people following Health and Safety Protocols of DOLE, DOH and DTI</p> <p>All persons shall be allowed out of their residences.</p> <p>Mass gatherings such as but not limited to movie screenings, concerts, sporting events, and other entertainment</p>

<sup>6</sup> Inter-Agency Task Force for the Management of Emerging Infectious Diseases Resolution No. 38  
<https://www.officialgazette.gov.ph/downloads/2020/03may/20200522-IATF-RESOLUTION-NO-38.pdf>

	<p>individuals</p> <p>Film and audiovisual productions and activities are not allowed</p>	<p>implemented on mass gathering activities.</p> <p>Travel is restricted between regions.</p> <p>Shuttle service shall be provided by the producer</p> <p>Shared vehicles shall have a cleaning protocol and follow transport guidelines for physical distancing measures.</p>	<p>Travel is restricted between regions.</p> <p>Shuttle service shall be provided by the producer</p> <p>Shared vehicles</p>	<p>activities and assemblies shall be allowed provided that participants shall be limited to 50% of the venue's seating capacity.</p> <p>Road, rail, maritime, and aviation sectors of public transportation shall be allowed to operate at the capacity in accordance with DOTr guidelines.</p>
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#### **C. Quarantine Facilities**

- a. Stringent quarantine facilities are being used for travelers coming from a high-risk place of origin or lay-over, identified as areas with high level of community transmission according to the latest issuance of the WHO COVID-19 Situation Report, and travelers with symptoms when arriving in the Philippines. These people shall be under the supervision of the Bureau of Quarantine for the duration of the quarantine period.
- b. Mandatory quarantine facilities are being used for all other travelers who shall not be classified for Stringent quarantine. While in these facilities, they shall be under the supervision of the Overseas Workers Welfare Administration (OWWA) and Philippine Coast Guard (PCG).
- c. Travelers in either facility will be provided with three meals a day, and have other basic needs met, such as having prescription medicines delivered to them. There is no cost to travelers for accommodation or associated basic needs. Travelers may use online delivery services to purchase items at their own cost. Friends and family members may not visit or drop off items to travelers in these facilities.

#### **D. Domestic travel after completing the Quarantine Period**

- a. Upon release of COVID-19 test results and the corresponding Quarantine Certificate, the individuals will be able to leave the facility and travel to their final destination, provided they have a suitable travel plan in place.
- b. Travelers will be provided with appropriate supporting documents to travel to their final destination.
- c. Before leaving the facility, a final health check will be carried out confirming that the traveler:
  - i. Has a temperature not higher to 37.5 degrees Celsius.
  - ii. Has not tested positive for COVID-19 or is not a probable cause.
  - iii. Does not have symptoms of COVID-19
  - iv. Has a suitable travel plan.

## **Annex C. GUIDELINES DURING THE STAGES OF PRODUCTION**

### **Annex C.1. PRE-PRODUCTION**

#### **A. Considerations Before Starting**

- a. All projects shall keep the minimum number of workers needed for the project on any site at any time. A regular crew base shall be engaged instead of short-term crews for the duration of the project.
- b. All productions shall have adequate measures to ensure the health and well-being of all involved while maintaining all other Health and Safety requirements.
- c. All physical distancing and hygiene measures shall be achievable (e.g. space at site, sanitizing, and handwashing facilities available).
- d. All production sites (studio and locations) shall have undertaken a deep clean before and after each shoot.
- e. Big crowd scenes requiring close physical contact shall not be allowed.
- f. A production calendar shall be created as agreed upon by the production heads with the necessary workers in every stage of production.
- g. For workspaces, the layout shall allow for avoiding face to face desks, and 2 meters apart where possible. Engineered barriers are necessary where this separation is not applicable.

#### **B. General Work Arrangement**

- a. Pre-production meetings, technical meetings, and other prep work shall be done online.
- b. Remote or online approvals shall be observed.
- c. Should face to face interactions be required, the producer shall be responsible for the sanitation of the area and all other objects that will be used. The producer shall also provide handwashing areas with adequate water and soap, hand sanitizers, tissues, and covered trash bins.
- d. Pre-production meetings shall be scheduled within a reasonable amount of time before the shoot.
- e. The pre-production arrangements shall be agreed on and disseminated immediately to facilitate proper preparations.
- f. A clear and realistic shoot schedule and shot list shall be agreed upon and disseminated before the shoot day.
- g. All workers' COVID-19 health declaration forms shall be submitted before the shoot, with those who reported to be experiencing flu-like symptoms being required to stay at home.
- h. Creative executions shall comply with current health and safety requirements.
- i. Productions may consider sequestering cast and crew in hotels or appropriate lodging to control the environment and avoid bringing illness to and from the set.
- j. Workers who may effectively be able to work from home for prep, shoot, wrap shall be identified before the shoot.
- k. All items in the general guidelines (masks, temperature checks, proper hygiene, and physical distancing) shall be observed.

#### **C. Casting/Auditions**

- a. When possible, casting sessions and callbacks shall be done remotely via online video conferencing platforms.

- b. Open calls where anyone can just report to the casting site shall be discouraged. Individuals shall have assigned window times of arrival.
- c. Should they be done face to face, auditions and callbacks shall have a staggered schedule so that on-camera performers do not crowd in the same room, and physical distancing can still be observed.
- d. On-camera performers may be encouraged to wait in their cars, not in the waiting area of the casting facility. Waiting areas of the casting facility shall be aided with visual cues for physical distancing (i.e., ground markers, barriers, etc.) as well as proper ventilation.
- e. Waiting areas shall comply with the protocols for mass gatherings wherein only ten (10) people are allowed in an area for moderate-risk areas, and a maximum of fifty (50) people for low-risk areas.
- f. On-camera performers may check-in for attendance from outside via text or email.
- g. One dedicated personnel shall sign all performers in and out.
- h. Audition sets shall be treated as closed sets where only essential crew may be allowed.
- i. During in-person group auditions, on-camera performers shall wear PPE (masks, gloves, etc.) and maintain physical distancing.
- j. When casting families, real families may be casted when possible so physical contact is kept within an existing family unit.
- k. Wardrobe specifications shall be identified in the breakdowns so that on-camera performers may bring outfits that can be worn on the audition.
- l. On-camera performers shall bring their own make-up and brushes, sample, or test wardrobe/props to avoid cross-contamination.
- m. Physical contact between cast during auditions or callbacks, i.e. for an intimate scene, etc. shall not be allowed.
- n. If distributing hard copies of the scripts/sides, papers used after each reading shall be disposed of.
- o. Strict implementation of general guidelines on venue sanitation, masks, physical distancing shall be observed during face to face casting.

#### **D. Location / Ocular Work**

- a. Scouting shall be done by the location manager or the team virtually as much as possible, carefully considering the number of locations that shall be scouted in-person. Initial location proposals may come from stock and online sources.
- b. Only when absolutely necessary and stock photos/videos are unavailable, will Location Managers be allowed to go to the actual location to take photos, videos, and complete measurements for sets (as instructed by the Production Design and Cinematography teams) and holding areas.
- c. Producers shall provide Location Managers with the necessary PPEs for any in-person prep work.
- d. Size and space given the safety and health protocols shall be given consideration when deciding among location options.
- e. Only essential workers will be allowed to conduct location oculars (i.e. initial scout, director scout and technical scout). Such workers shall submit the required Health Declaration Forms to the Producer or his representative.
- f. While on location, conversations shall be done outside as much as possible for better ventilation.
- g. Space and airflow shall be maximized when designating areas for a shoot.

- h. Studio shoots are encouraged for control and security. The use of other private venues (private houses, clubhouses) may also be considered, as long as these are exclusive for the use of the production.
- i. Locked-in or isolated shoots are recommended to contain the cast and crew in a locked location and accommodations for a specific time. If not locked-in, locations shall be sealed off and isolated from the public.
- j. Public venues such as streets, markets, malls, and the like are highly discouraged and shall be avoided.
- k. Location managers shall be understanding and supportive of production companies that have reservations and shall fully understand the precautions being undertaken by the production company they are scouting for.
- l. Backup locations shall be an option if a location pulls out or otherwise becomes unavailable
- m. All locations shall allow for proper air ventilation. There should be ample space for holding areas, foot traffic, and the proposed work zones.
- n. It is also suggested to shoot Day for Day and Night for Night to minimize equipment to be used.
- o. Permit applications shall be submitted as early as possible in case of release of new regulations.
- p. Proper clearances and permits shall be secured from the corresponding Local Government Units (LGUs) that the shortlisted/chosen locations are free of COVID-19 infection and are open for filming.
- q. It is recommended that the location owners or occupiers are not present during filming and only return after a final clean has been done.
- r. When filming in private homes, alternative lodging may be provided to the house occupants for the duration of the shoot including pets.
- s. Self-driving shall be observed when possible during scouting.
- t. If carpooling, everyone shall be in masks, gloves, etc. inside the vehicle and shall keep physical distancing restrictions.
- u. Location Managers shall monitor for COVID-19 cases during the time of location hunt, oculars, and shoot. Any history of COVID-19 cases within the DOH-guided radius should be excluded from consideration and replaced accordingly.
- v. Location managers may consider renting multiple vehicles to allow distance between seats.
- w. For on-location scouting, drivers shall wipe down the vans (seats, handles, etc.) inside and out every time people exit the vehicle.
- x. Locations shall be thoroughly sanitized before and after use, providing production with video documentation thereof.
- y. Location owners and caretakers will also be required to accomplish Health Declaration Forms. A complete list of the names of the people who live in/have been in the property shall be attached to the Health Declaration Forms.
- z. Disinfectants shall be used carefully to avoid damage to the structures and furniture.
- aa. Soap dispensers, preferably sensor activated, and hand dryers, etc. shall be provided in locations when available.
- bb. Washing stations shall be provided when there is no access to running water.

## **Annex C.2. PRODUCTION OR PRINCIPAL PHOTOGRAPHY**

### **A. General Working Arrangements**

- a. Team sizes shall be kept as small as possible. A skeleton workforce system shall be utilized to limit the number of cast and crew on set.
- b. A maximum number of people on the production site shall be limited to fifty (50) people and below.
- c. Productions shall keep a record of who is in each team every day, as they may be required to track back for contact tracing.
- d. Producers shall issue Production IDs to all personnel attending the shoot and shall be required for entry. These shall be displayed prominently during the entire duration of work.
- e. Appropriate posters/signages in the appropriate areas around the sites shall be displayed.
- f. All guidelines and reminders shall be posted around the site, including but not limited to bathrooms, make-up, wardrobe, dressing, and common areas.
- g. Wherever possible, alternating shifts shall be observed to reduce the potential of exposure.
- h. The production sites may be separated into zones (or by other methods or systems) as much as possible to keep different teams/departments physically separated.
- i. An isolation area or space shall be designated in the production site for workers who feel unwell or showing flu-like symptoms.
- j. The site layout should be designed to allow for unidirectional movement in aisles, corridors, or walkways as well as in high-traffic areas, such as elevators and stairs.
- k. Stairs should be used in preference to elevators. Where elevators shall be used:
  1. Capacity shall be lowered to reduce congestion and contact
  2. Touchpoints, doors, buttons, etc. shall be regularly cleaned
- l. Ventilation shall be increased in enclosed spaces.

### **B. General Hygiene**

- a. A dress code shall be enforced. Pants, closed shoes, and shirts are minimum requirements for workers.
- b. Each worker shall sanitize their hands with hand sanitizer or soap and running water before entering onto the site.
- c. If soap and water are not available, alcohol-based hand sanitizers or sanitizing wipes shall be provided. Antibacterial solutions shall be placed on set and used throughout the shoot for all workers. Sanitizers are best if hands are not soiled.
- d. Hand sanitizing stations and/or handwashing stations, tissues, and covered trash bins shall be provided throughout the set area and near entrances.
- e. Alcohol-based sanitizers are flammable, and workers shall ensure that their hands are completely dry of all sanitizer before coming into contact with any heat or ignition sources.
- f. Workers shall be reminded to respect people's personal space.
- g. Handshakes, hugs, and kisses are discouraged.
- h. Workers shall practice coughing or sneezing into their elbows and using single-use tissues.
- i. Workers shall be reminded to refrain from using or touching other people's phones or personal work tools.
- j. Any personal items brought to the site by workers shall be kept separate from other workers' items.

- k. Individual PPE for workers shall be kept separate from others and cleaned properly.
- l. Surfaces, equipment, and other elements of the work environment shall be frequently cleaned and disinfected using alcohol-based sanitizing wipes.
- m. All eating and drinking utensils shall be cleaned by the user or handled by a person who is adequately trained and wearing gloves. Paper towels shall be accessible for drying of hands and shall be disposed directly to a suitable trash bin which is regularly emptied.

**C. Health And Medical Precautions**

- a. An OSH-certified Health and Safety Officer shall be present on set at all times.
- b. A Health and Safety Orientation shall be conducted by the OSH officer before the grind. Periodic reminders shall be announced by the Assistant Director or the assigned Production Assistant for hand washing, disinfecting, and proper respiratory etiquette. These shall be announced during strategic hours of the principal photography (e.g. before and after lunch and other breaks, before and after rolling, after scene or production wrap, etc.).
- c. The OSH officer shall check the temperature of all workers and ensure that all safety and health measures are enforced.
- d. Workers shall get their temperature taken at the beginning of each day and every 6 hours after that, as well as for every entry in the workplace or production site.
- e. For multi-day shoots, a chart shall be kept to monitor temperature changes in the workers.
- f. Anyone who registers a temperature of above 37.5 degrees Celsius standard temperature (indicating a fever), or has a cough or a cold or muscle pain, or has traveled within the last 14 days in high-risk areas, shall be denied entry or sent home.
- g. Workers shall self-monitor for signs or symptoms of illness and shall immediately report to the officer in charge who shall report to the producer.
- h. Workers shall wear the appropriate Personal Protective Equipment (PPE) for their specific responsibilities, including but not limited to gloves, goggles, face shields, masks that cover the nose and mouth, finger cots (suitable for finger-only touch points such as copier, microwave) which shall be provided by the producer.
- i. Replacement masks shall be provided after 8 hours.
- j. Other additional Personal Protective Equipment (e.g. PPE suit) may be used at the worker's discretion and expenses.

**D. External Interactions and Deliveries**

- a. Only authorized member/s of the production shall be allowed to receive supplies and deliveries.
- b. Interactions with external and delivery individuals shall be kept as brief as possible.
- c. Delivery drivers shall remain in their vehicles if the load will allow it and shall wear gloves, wash or sanitize their hands before unloading goods and materials.
- d. Paperwork related to such shall be emailed rather than handed over as much as possible.
- e. Wherever possible, items shall be sanitized upon receipt, and before their departure.
- f. If unavoidable, personnel handling the items shall wear gloves and wash hands before and after handling items.

**E. Site/Location**

- a. Only one shooting location is allowed per day. For productions that are locked-in and the entire location vicinity is reserved for production's use, company moves may be considered with due diligence.
- b. The cast is discouraged from having their personal glam teams or entourage on site or set. If they still prefer to have their own stylist or hair and make-up artist, they may avail of their services in their own homes and only bring to set the needed make-up and/or costumes.
- c. To minimize physical contact and on-set movement, the entire production staff is advised to communicate via two-way radio system.

**F. Site Entry**

- a. No visitors may be allowed on the site. Only workers involved in the project may enter any locations or work site.
- b. An official list of production workers indicating the zones they belong to shall be provided to the personnel handling site entries before the shoot. Only those on the list shall be allowed on-site.
- c. The Sign-In Form shall be recorded and handled by one person when possible and shall not be passed around.
- d. Staggered start and finish times for each activity shall be observed whenever possible to reduce congestion and contact.
- e. Site access points shall be monitored to ensure physical distancing. It may be needed to change the number of access points, increase them to minimize congestion or decrease them to facilitate better monitoring.
- f. Access points and entries shall be free of unnecessary furniture and equipment to encourage physical distancing. Facilitating unidirectional foot traffic will also help.
- g. Thorough and frequent cleaning of entry systems that require skin contact like fingerprint scanners or keypads shall be observed.
- h. A footbath mat shall be placed at all entrances of the production site.
- i. All workers shall be required to wash or clean their hands before entering and leaving the site. Distancing of no less than one meter between people waiting to enter the site shall be observed.
- j. Disinfecting tents at the entrances may be installed but are not required.
- k. Common contact surfaces in reception, office, access control, and delivery areas, e.g. scanners, turnstiles, screens, telephone handsets, desks shall be regularly and thoroughly cleaned especially during peak flow times.

**G. Site Meetings**

- a. A remote briefing may be done before arrival on-site via video conferencing or by phone. If an in-person briefing is required, reduce the number of people present and hold them outdoors wherever possible. If rooms will be used, the same should be well ventilated / windows opened to allow fresh air circulation.
- b. For physical meetings, only necessary meeting participants shall attend.
- c. Attendees should be no less than one meter apart from each other wherever possible.
- d. Physical production meetings shall be carried out with physical distancing of 1 meter. If possible, particularly if in a confined space, a ten-person limit is recommended. PPE shall be available for use.

**H. Close Contact Work**

- a. All work shall be planned to minimize contact between workers.
- b. For situations where it is not possible or safe for workers to distance themselves from each other by one meter:
  - 1. Those working in close contact space should stay in the same pairings or combinations for any close work.
  - 2. Members for the same team shall be maintained.
  - 3. Work carried out in close contact space should be carried out using the appropriate PPE and / or adequate safe work measures.
- c. Reusable PPE should be thoroughly cleaned after use and not shared between workers.
- d. Single-use PPE should be disposed of so that it cannot be reused.

#### **I. Site Installations**

- a. For site installations like public exhibitions, the number of workers shall be kept to a minimum and follow all PPE and guidelines in the locality.
- b. For public spaces, appropriate permits (location, health and safety, etc) shall be secured.

#### **J. Equipment**

- a. Equipment used by workers shall be cleaned at the end of each day.
- b. Tools and other shared equipment shall be regularly cleaned/sanitized.
- c. Distribution of common equipment (i.e. radios) and/or paperwork may be done via a separate distribution desk on location with sanitizing equipment available before pick up.
- d. Radios, batteries, and similar accessories for replacement shall be dropped off in a separate designated area isolated from clean radios. These shall be sanitized before reuse and distribution.
- e. Special attention shall be paid to the cleaning/sanitizing of microphones (in audio booths) and other equipment that will be in close contact with the on-camera performers.
- f. Equipment suppliers, including suppliers of tents, portalets, tables and chairs, shall submit a clear protocol of equipment and crew sanitation, including video proof of sanitation that is in line with the protocols mentioned in this JAO to ensure that all equipment is duly sanitized before they are allowed to unload on set.
- g. Suppliers shall ensure equipment assigned to a project will not be swapped out to other productions, especially if the gap in between shooting days is short.

#### **K. Set Protocol**

- a. Sets should be treated as closed sets, with essential workers on set only.
- b. Only the assigned set supervisor can touch and modify the set.
- c. The Assistant Director/s, Location, and OSH Officer shall constantly monitor the number of people on set as well as entry/exit points.
- d. For enclosed shooting sets, regular aeration shall be observed with open windows when possible. It is recommended that the crew are allowed time during the day to get fresh air.
- e. When working on location, all instructions from the Assistant Director and guidelines from the OSH Officer shall be followed. If not required on set, workers shall wait at their respective work zones until needed.
- f. If there are adjustments, technical crew and production crew need to clear the area before set personnel will be called in for adjustments.

- g. Once the set is finalized, the art department will conduct a final disinfection. The set should then be considered as a hot set in which the area can no longer be touched, and access to it is limited only to actors and other crucial staff members.

#### **L. Toilet Facilities**

- a. Toilets shall be cleaned and have running water, soap, and tissue at all times. Maintenance personnel shall be assigned to periodically disinfect and wipe down all surfaces and shared work areas.
- b. Physical distancing rules shall apply in the use of shared facilities, including lining up to use toilets.
- c. If the numbers require it, additional facilities like multiple portalets may be installed.
- d. Hands shall be washed and sanitized before and after using the facilities. Posters shall be installed as an extra reminder.
- e. Enhanced cleaning practices for toilet facilities shall be observed, particularly frequent cleaning of door handles, locks, toilet flushes, and sanitary bins.
- f. Enough suitable trash bins shall be provided for single-use tissues with regular removal and disposal.

#### **M. Catering Arrangements**

- a. Hygiene Protocols
  - 1. If workers need to leave the production site for any reason, entry and exit procedures shall be followed.
  - 2. As a general rule, on-set catering shall adhere to government guidelines regarding food service. It is recommended that food to be served during the shoot be provided by a caterer that has safety certifications for safe food handling.
  - 3. All personnel handling food shall be required to wear new and fresh masks and shields, gloves, and hairnets.
  - 4. Any person handling food should thoroughly wash their hands before and after and wear gloves.
  - 5. All meals shall be served in individually packed single-serve containers and distributed in such a fashion as to avoid surface contamination and handling of shared utensils.
  - 6. Utensils shall be individually wrapped in plastic (or similar packaging).
  - 7. When possible, disposable, ecologically friendly flatware, plates, and cups shall be used.
  - 8. A craft service table may be set up for food and drinks, like individually packed snacks. Sharing of food and utensils shall be highly discouraged.
  - 9. Handwashing facilities or hand sanitizers should be available at the entrance of any area where people eat and should be used by workers when entering and leaving the area.
  - 10. Workers may be encouraged to bring their own pre-prepared meals and refillable drinking bottles, and utensils, and shall be responsible for keeping them clean and sanitized.
  - 11. Workers shall sit a minimum of two meters apart while eating and avoid all contact.
  - 12. Shared eating utensils, cups, etc. shall not be used unless a dishwasher is available to clean them.

13. All individuals shall be responsible for picking up their food and drinks and disposing of their trash after.
14. All areas used for eating shall be thoroughly cleaned at the end of each break, including chairs, door handles, and vending machines.
15. To minimize contact, access and use of coffee machines shall be limited. Otherwise, the machine shall be wiped down after each use with disinfecting wipes.

**b. Physical Distancing**

1. Lunch and other meal times may be staggered to reduce congestion and contact.
2. Self-service stations or buffet style catering shall not be allowed.
3. Eating in communal areas is discouraged. It is best to eat in the individual work area, and all wastes shall be disposed of properly.
4. If eating in individual work areas is not possible
  - i. Physical distancing shall be maintained in dining areas—one worker per table and two (2) meter-distance per table.
  - ii. Dedicated eating areas should be identified on-site to reduce food waste and contamination.
  - iii. It is discouraged that workers engage in conversation with masks off during meal times.
  - iv. Tables and chairs should be thoroughly cleaned between each use.

**N. Holding And Common Areas**

- a. All common and holding areas for cast and crew shall be set up outside whenever possible. If rooms will be used, the same should be well ventilated / windows opened to allow fresh air circulation, and windows and doors shall be kept open when possible to increase ventilation.
- b. Seating shall be arranged in such a fashion as to promote distancing and prescribed seating should minimize social interaction between departments.
- c. Priority shall be given to ventilation of all interior spaces either through open windows or mechanical ventilation.
- d. Larger tents with portable A/C units may be considered.

**O. Changing Facilities, Showers, and Drying Rooms**

- a. To reduce congestion and contact, staggered start and finish times for these facilities shall be observed.
- b. Enhanced cleaning of all facilities throughout the day and at the end of each day shall be observed.
- c. If the numbers require it, increasing the number or size of these facilities may be considered.
- d. The number of people that can use the facilities at any one time shall be established based on a distance of two meters between each individual.
- e. Enough trash bins shall be provided in these facilities with regular removal and disposal.

**P. Smoking**

- a. Smoking or use of electronic cigarettes or vaping devices shall be prohibited in workplaces and production sites as smoking/vaping increases the risk of COVID-19 transmission.

- b. If smoking/vaping is absolutely unavoidable, smokers/vapers shall use outdoor, designated areas outside of workplaces and production sites and shall remain compliant with Executive Order No. 26, s. 2017 *Providing for the Establishment of Smoke-free Environments in Public and Enclosed Spaces*. Cigarette butts shall be placed in designated receptacles and hands shall be washed/sanitized before and after smoking.
- c. The designated areas shall ensure that smoke or vapor produced will not go into another person's breathing zone or at least three (3) meters from another person.

## **Annex C.3. POST-PRODUCTION**

### **A. General Working Arrangements**

- a. The protocols for principal photography shall apply to post professionals who are required to work on-site (on location during production).
- b. Post-production workers shall be aware of and oriented before reporting back to work, including the correct use of PPE.
- c. Post-production workers shall work remotely as much as possible.
- d. Post-production / interdepartmental meetings shall be done online.
- e. Physical meetings shall be carried out with physical distancing of one (1) meter per individual. If possible and particularly if in a confined space, a ten-person limit is recommended. PPE should be available for those who will be using it.
- f. Physical distancing of two (2) meters wherever possible between workstations shall be implemented in the workplace.
- g. Office workers may be split into smaller workgroup zones if applicable.
- h. Designated officers shall be in charge of keeping records for contact tracing purposes, as well as ensuring that PPE and hand/workspace/equipment sanitizer requirements are provided for each department. For larger productions, a specific Post-production Role may need to be created to document, administer, and track the same.
- i. Designated officers in charge of collecting and sorting Declaration Forms and other personal data should be adequately briefed on the Privacy Act and the need for confidentiality and secure storage of such info.
- j. Any worker who feels unwell shall not come to work and if they become unwell at work, they shall go home.
- k. If a worker displays any of the symptoms of COVID-19, the OSH shall be notified. All workers that he/she has had contact with shall be identified.
- l. If a person or persons are confirmed for COVID-19, the closure of the workplace shall be undertaken. This decision shall be made on DOH guidelines based on information on the extent of the exposure.
- m. Workers arriving at the workplace or post production facility shall wash/sanitize their hands upon arrival and before touching any surfaces.
- n. A strict personal hygiene and hand washing/sanitizing regime shall be observed.
- o. Personal workstations shall be cleaned/sanitized each day.
- p. PPE (gloves and masks) shall be available for those who either require or wish to use them.

### **B. Work Space Hygiene & Office Protocols**

- a. Hand sanitizing stations shall be readily available at the workplace/post-production facility.
- b. Workspace layout shall be considered to avoid face to face desks, and keep desks 2 meters apart where possible. Engineered barriers may be necessary where this separation is not possible.
- c. Laptop/screen/equipment cleaning products shall be readily available in the workspace. Computer terminals and phones shall be regularly cleaned.
- d. Office equipment shall be used only by one person as much as possible (i.e., laptops, printers, scanners, stationery, etc.). Otherwise, appropriate PPE shall be provided for shared equipment.
- e. Common work surfaces shall be cleaned regularly including door handles, shared photocopiers, taps, light switches, and the like. Floors shall be mopped at the end of each day.
- f. A cleaning record of rooms, surfaces, and equipment shall be maintained.

- g. PPE (gloves, masks) shall be provided as needed.
- h. Rooms shall be well ventilated and windows shall be opened to allow fresh air circulation.
- i. Air conditioning shall be put in a fresh air setting, not on recirculation.
- j. Stairs shall be used in preference to elevators.
- k. No visitors may be allowed in the workplace. Only workers involved in the project may enter any locations in the workplace.
- l. A specific delivery spot shall be designated for each section. Unless impractical, all deliveries shall be designated at the gate/door of the workplace only.

#### **C. Site Entry**

- a. All crew shall sign-in when arriving and sign-out when departing the post production facility and/or workplace.
- b. The sign-in process shall be contactless if possible. Contactless points of entry into the workplace are recommended.
- c. All entry and exit points shall be controlled and monitored.
- d. All workers shall keep a log of non-worksites locations (e.g. stores.) and interactions (meeting suppliers, location owners, etc.) that they may have had during working hours.
- e. All workers are recommended to keep a note of their interactions outside of work hours (while on a job).

#### **D. Kitchen & Catering**

- a. Meal times shall be staggered where possible and physical distancing measures shall be observed.
- b. No open snacks, fruit, or food shall be shared. Workers may be encouraged to bring their own pre-prepared meals. Where appropriate, the producer/ may consider providing a subsidy for workers who are required to bring their own lunch.
- c. All communal cutlery and utensils shall be sterilized after each use.
- d. Single-use cutlery and utensils may be used if sterilization is not possible.

#### **E. Toilets and Showers**

- a. Physical distancing rules shall apply to the use of shared facilities, including bathrooms and showers.
- b. Sanitizing stations shall be available outside of communal facilities (i.e. toilets or portalets).
- c. If the numbers require it, additional facilities may be installed.
- d. Hygiene posters and signages shall be visible in shared spaces like kitchens, toilets, entrances, and exits.

#### **F. Interaction with Other Departments, External Vendors, and Suppliers**

- a. Workers shall keep within their own work zones as much as possible.
- b. External interactions with other divisions, crew, and the public shall follow physical distancing protocols.
- c. As much as possible, handing out of physical paperwork unless essential shall be avoided.
- d. Each team shall have a designated officer as a contact between departmental zones.
- e. Workers shall keep a daily log of their interactions with external vendors/suppliers.
- f. All Declaration, Health and Safety, and Registration Forms shall be collected digitally. Otherwise, these shall be noted down by a designated officer.

#### **G. Meetings**

- a. Interdepartmental meetings shall be done remotely or on digital platforms as much as possible. Otherwise, meetings shall be held in open areas.
- b. Physical distancing shall be maintained on essential interdepartmental meetings and work (i.e., wardrobe fittings, pre-production meetings, tech recces, etc.). PPE shall be worn, especially when dealing with external contacts.
- c. If attended by multiple people, post-production approval sessions shall be kept to a minimum and anyone who can reasonably participate remotely shall do so. The size of the space and the time required to be spent in the room shall be considered. Regular breaks and open doors/windows shall also be considered.

#### **H. Travel**

- a. No communal travel shall be done by workers. Where this is not possible, physical distancing shall be adhered to, and vehicles shall be cleaned before and after use.
- b. Vehicles shall have open windows while travelling as much as possible.
- c. Workers who travel together shall always be part of the same work zone.
- d. A passenger log shall be kept for shared vehicles.
- e. Shared vehicles shall not be used outside of work purposes.

#### **I. Cast and Voice Performers**

- a. Information on COVID-19 and health and safety guidelines shall be distributed to the cast and voice performers before they arrive at the post production facility.
- b. All cast and voice performers shall wash/sanitize hands on arrival at location/studio or post production facility.
- c. Whenever possible, a specific area shall be set up for the cast and voice performers with physical distancing observed.

## **Annex D. GUIDANCE ON COVID-19 HEALTH DECLARATIONS**

The COVID-19 Health Declaration Form shall be accomplished by all prior to the production activities. For those involved in multiple productions, workers shall submit separate forms for each. For those working in offices, one form may be submitted prior to returning to work.

The declaration will assist the workers in meeting their obligations under the Occupational Safety and Health Act, and these records shall be kept by the Production.

The information collected is personal information and will be kept confidential.

### **A. Importance of the Declaration Form**

It is important to ensure workers and individuals entering the workplaces and production sites are healthy to assist in combating the spread of COVID-19. It will also assist in meeting obligations for the recording of people's movements to enable contact tracing if required. If a particular workplace or production site ends up having cases of COVID-19 infection, it may be necessary to use the information collected to determine the person's movements across multiple projects over a 14-day period especially if they are a casual crew, a supplier or a visitor.

### **B. Covered Individuals who shall Accomplish the Declaration Form**

- a. All workers engaged permanently or casually who are or may be entering any site or premises in relation to the project
- b. Any person entering or visiting any workplace or production site for any reason e.g. suppliers, third party contractors, and visitors.

### **C. Completion and Submission of the Form**

- a. The declaration needs to be completed and submitted to the producer before starting work and before entering or visiting any site or premises for or on behalf of the production.
- b. The information being collected will be specifically for the purpose of assisting in the management of production's Health and Safety protocols current COVID-19 pandemic.

### **D. Collection of Personal Information**

Workplace or production site officers in charge of collecting and sorting Declaration Forms and other personal data shall be adequately briefed on the Data Privacy Act and the need for confidentiality and the secure storage of such information.

## **Annex E. REMINDERS FOR PREPARING AND SETTING UP WORKPLACES UNDER COVID-19**

- A. Producers shall consider the current Community Quarantine condition of the area where the workplace or production site is located before setting up or returning to operations.
- B. Producers shall determine workers who need to work from the office, and those who may work from home for all or some of their duties and discuss these options with those involved. Workers working from home is a practical step towards eliminating and minimizing the risks.
- C. The following shall be considered when setting up workplaces or production sites for operation under the different Community Quarantine conditions:
  - 1. The number of personnel required at various stages of the project.
  - 2. The provision of adequate hygiene facilities e.g. hand washing facilities, sanitizing stations.
  - 3. The shared and common areas and if the measures in place are sufficient to deal with possible surface contamination like in the kitchens, photocopiers, and supply cupboards.
  - 4. Fog sanitizing the areas before use. This may be a one-off or a regular requirement depending on other factors such as the number of persons using it and/or coming and going from the space.
  - 5. The workspaces that require daily or potentially more frequent sanitizing.
  - 6. The placement of adequate signage and/or posters promoting best practices and processes.
  - 7. Establishment of adequate processes in place to control persons entering the office/building like couriers, suppliers, and placement of proper signage to explain what they need to do.
  - 8. The office configuration that will allow for the recommended physical distancing under the Community Quarantine conditions. This includes the distance between personnel when seated at their workstation and when accessing their workstation.
  - 9. The placement of doors between offices or dividers between workstations. Automatic sliding doors may be considered for some doors especially if particular offices are visited regularly by workers.
  - 10. Full engagement with workers to ensure that the implemented measures are suitable and realistic for all workspaces.

## **Annex F. GUIDANCE ON COVID-19 PHYSICAL AND MENTAL HEALTH AND WELL-BEING**

Pursuant to Republic Act 11058<sup>7</sup> and the DOLE Department Order No. 28<sup>8</sup>, employers have the responsibility to ensure the physical safety of workers and also craft mental health policies which are integral parts of occupational safety and health (OSH).

- A. It shall be emphasized to all workers to observe the following actions to stay healthy and active:
  - a. Eat nutritious and well-cooked food.
  - b. Drink plenty of fluids and avoid alcoholic beverages.
  - c. Increase the body's resistance by having adequate rest and at least eight (8) hours of sleep.
  - d. Exercise regularly.

- B. Regarding Hours of Work, the following working hours shall be strictly enforced:
  - a. For production sites, a maximum of up to 14 hours
  - b. For workplaces and offices (e.g. post-production houses and animation studios), a maximum of up to 12 hours

A 12-hour turnaround time for all production shoots shall be observed to allow workers to have ample time to rest and recoup mentally and for proper sanitation to be done between call times. The turnaround time may be reduced to a minimum of ten (10) hours, *provided that* workers are provided with on-site accommodation, and production shoots are conducted for two (2) days or more.

- C. The method of how the producer promotes mental health shall be included in their COVID-19 Safety Plan as workers have a significant risk of experiencing distress during a pandemic due to uncertainty on production security, financial status, and the overall pandemic situation.
- D. Referrals to mental health professionals shall be provided for workers needing counseling or presenting with mental health concerns.
- E. The following are other considerations and techniques for producers to support their own and other's mental health and well-being within a production as individuals at all levels of production are at risk of experiencing distress.
  - a. If workers are working from home, they may feel additional pressure from the added distraction of household members and chores. Workers tend to overwork, especially if there is a tight deadline or a large amount of work to do. Remind workers to take breaks from work so they don't become over-tired as this is harmful to mental health.
  - b. Keeping active will help. If gym facilities aren't open, workers could be encouraged for walks, runs, yoga or workouts at home.
  - c. It is important to reach out. Encourage workers to stay connected with your family, friends, and colleagues from the industry.

<sup>7</sup> Republic Act 11058 *An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof* <https://www.officialgazette.gov.ph/downloads/2018/08aug/20180817-RA-11058-RR1D.pdf>

<sup>8</sup> DOLE Department Order No. 28, S. 2020 *Guidelines for the Implementation of Mental Health Workplace Policies and Programs for the Private Sector* [https://www.dole.gov.ph/php\\_assets/uploads/2020/02/DO-208-20-Guidelines-for-the-Implementation-of-Mental-Health-Workplace-Policies-and-Programs-for-the-Private-Sector.pdf](https://www.dole.gov.ph/php_assets/uploads/2020/02/DO-208-20-Guidelines-for-the-Implementation-of-Mental-Health-Workplace-Policies-and-Programs-for-the-Private-Sector.pdf)

- d. Producers should keep in touch with their workers who may be required to stay at home and self-isolate.
- e. Ensure that workers are aware that they can safely report if they are unwell or have been classed as confirmed, probable, or a suspected case in a supportive work environment free of discrimination and harassment.
- f. Workers shall be provided with the correct information about COVID-19 to remove any assumptions, stigma, or discrimination associated with them becoming unwell.
- g. Producers shall only get information and posters on physical and mental health safety from trusted sources such as Bureau of Working Conditions, Department of Health, or the World Health Organization.
- h. OSH Officers shall be available to support workers on-set or to refer to appropriate services if required or requested.
- i. Workers may be allowed to be flexible around work schedules wherever possible especially if they might be affected by other household members' work schedules, or they may be caring for an at-risk person.
- j. Should there be concerns about workers' mental health, well-being, and coping, it is important to encourage them to talk to a health professional.

## **Annex G. GUIDANCE ON COVID-19 TESTING AND REFERRAL FOR SYMPTOMATIC WORKERS**

- A. The IATF-EID Omnibus Guidelines for Community Quarantine recommends that testing of all returning workers is not a requirement precedent to his or her return. Furthermore, the DOH emphasizes that implementing non-pharmaceutical interventions and other minimum health standards in the workplace is of paramount importance, as stated in the DTI and DOLE Joint Interim Guidelines on Workplace Prevention and Control of COVID-19.
- B. The DOH also underscores that screening of returning workers shall be based on symptoms and/or exposure.
- C. Producers may test workers for COVID-19. Testing kits used and procured shall be the responsibility of the producer. However, DOH Protocols should be followed for the testing of workers and the interpretation of results. For further guidelines, producers may refer to **DOH Department Memorandum 2020-0512<sup>9</sup>**: Revised Omnibus Interim Guidelines on Prevention, Detection, Isolation Treatment, and Reintegration Strategies for COVID-19 dated November 26, 2020.
- D. COVID-19 Expanded Testing, defined as the testing of individuals who are at risk of contracting COVID-19 infection, may be administered to suspect cases or individuals with a relevant history of travel and exposure (or contact) whether symptomatic or asymptomatic, provided that there is adequate testing capacity.
- E. Workers with a negative result for COVID-19 may be allowed to continue to work; however, when initially tested negative but developed symptoms, employees shall be tested accordingly
  - 1. If found positive, all close contacts of returning employees and workers shall be isolated and tested accordingly, as stated in DOH DM 2020-0180
  - 2. Producers shall report results to DOH
- F. For FDA-approved rapid antibody tests, workers who test IgM negative and IgG negative or IgG positive regardless of IgM results may continue to work.
  - 1. Workers who test IgM positive but IgG negative on the first test shall be isolated for 14 days and repeat testing on the 14th day. If the results are still IgM positive and IgG negative, the quarantine will be extended in seven-day increments, and testing will be repeated. If persistently IgM positive but IgG negative for two consecutive retesting after the first 14 day period, potential false positives may be considered, and the worker shall be referred to an infectious disease specialist.
  - 2. Producers shall submit to [hrtucovid19results@gmail.com](mailto:hrtucovid19results@gmail.com) the results of the rapid antibody tests among the sample representatives using the format available on [bit.ly/RDTRreportingForm](https://bit.ly/RDTRreportingForm).
- G. A Production Policy on COVID-19 testing shall be formulated and agreed upon by producers and workers in conformity with the DOH protocols.

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<sup>9</sup> DOH Department Memorandum No. 2020-0512 Revised Omnibus Interim Guidelines on Prevention, Detection Isolation, Treatment, and Reintegration Strategies for COVID-19

- H. For symptomatic workers who present symptoms at the workplace or production site, the producer shall refer and transport the workers to the appropriate healthcare facilities.

**Guide to the Appropriate Facility for Each Type of Patient**

<b>Type of Patient</b>	<b>Recommended facility</b>
<b>All patients</b>	Primary care facility for triaging, via telemedicine, if available
<b>Asymptomatic with close contact</b>	Home quarantine for 14 days <b>OR</b>  Temporary Treatment and Monitoring Facility for quarantine of 14 days
<b>Symptomatic, mild</b> classified as Suspect, Probable or Confirmed COVID-19 case	Temporary Treatment and Monitoring Facility for isolation of 14 days (preferred) <b>OR</b>  Level 1 Hospital or Infirmary <b>OR</b>  Home isolation provided with clearance from the patient's attending physician
<b>Symptomatic, severe, or critical</b> classified as Suspect, Probable, or Confirmed COVID-19 case  <b>Symptomatic, mild</b> , classified as Suspect, Probable or Confirmed COVID-19 case <i>plus any of the two:</i> (1) $\geq 60$ years old (2) comorbidities	COVID-19 Referral Hospital <b>OR</b>  COVID-19 -Accepting Level 2 or 3 Hospital
<b>Clinically recovered</b> Suspect, Probable, and Confirmed COVID-19 cases awaiting completion of quarantine period	Level 1 hospital, Infirmary, or Temporary Treatment and Monitoring Facilities selected for Step-down Care

More information on these are provided under **DOH Department Memorandum No. 2020-0512** <sup>10</sup> *Revised Omnibus Interim Guidelines on Prevention, Detection, Isolation, Treatment, and Reintegration Strategies for COVID-19*

<sup>10</sup> DOH Department Memorandum No. 2020-0512 *Revised Omnibus Interim Guidelines on Prevention, Detection, Isolation, Treatment, and Reintegration Strategies for COVID-19*

## **Annex H GENERAL COVID-19 GUIDELINES**

### **Annex H.1. GENERAL COVID-19 GUIDELINES FOR ALL WORKERS**

#### **A. Before Work**

- a. All workers shall fill out and provide COVID-19 Health Declaration Forms. For those involved in multiple productions, workers shall submit separate forms for each. For those working in offices, one form may be submitted prior to returning to work.
- b. If workers, or someone they live with or have close contact with become sick or exhibit flu-like symptoms, workers shall notify production immediately and shall not come to work.
- c. Workers shall also consider if they are in regular close contact with individuals with serious health conditions or compromised immunities before accepting work that requires them to physically report at the workplace or production site.
- d. Workers shall also maintain high hygiene practices away from work. Whenever possible, DOH's physical distancing guidelines shall be followed.
- e. As it is common for workers to be involved in several productions at one time, workers shall discuss their movement with each production so that safety precautions may be undertaken.
- f. Workers charged with collecting and sorting Declarations and other personal data shall be adequately briefed on the Privacy Act and the need for confidentiality and secure storage of such information.
- g. COVID-19 information and health and safety guidelines shall be distributed to all workers before their arrival on the production site or workplace.

#### **B. Health and Safety Orientation and Sanitation**

- a. A Health and Safety Orientation shall be conducted by the OSH officer before the grind. Periodic reminders shall be announced by the Assistant Director or the assigned Production Assistant for hand washing, disinfecting, and proper respiratory etiquette. These shall be announced during strategic hours of the principal photography (e.g., before and after lunch and other breaks, before and after rolling, after scene or production wrap, etc.).
- b. Hands shall be washed and sanitized regularly, particularly when entering or exiting a workplace or production site.
- c. Coughing or sneezing shall be done into the elbow.
- d. Workers shall ensure that they have or are given access to all necessary PPE and hand/equipment/workspace sanitizers or cleaning products.
- e. Workers shall not touch other department's equipment.

#### **C. Contact Tracing**

- a. Workers shall adhere to the production's strict sign-in/sign-out procedures.
- b. Workers shall take note of or record who they see and where they go outside of work.
- c. Team sizes shall be kept as small as possible.
- d. Individual work stations shall be identified and workers shall limit any interactions between other departments, suppliers, or other work zones who may be in the same location.
- e. Splitting shifts and/or creating separated work zones among workers or departments may be considered.

- f. Work from home shall be done whenever possible.

**D. Controlled, Uncontrolled or Close Contact Space:**

- a. In a Controlled Space, the minimum separation is no less than 1 meter between people whenever possible.
- b. In an Uncontrolled Space where workers would need to interact with other persons (public spaces and shops, etc.), the minimum separation shall be 2 meters between people because these spaces are outside of the production zone.
- c. A Close Contact Space involves close personal contact that results in workers not being able to maintain at least 1-meter physical distancing such as hair and make-up artist activities and intimate scenes for on-camera performers. Close Contact Spaces shall follow specific protocols from this Order. Workers shall make sure to engage in discussion with the production and other relevant departments about these situations to make sure that recommendations are adhered to.

## **Annex H. 2. GENERAL COVID-19 GUIDELINES FOR DEPARTMENTS**

These are minimum recommended guidelines that will support departments in proper planning so that each worker will be aware of how to perform their tasks in line with the health and safety standards in the workplace or production site.

Producers may employ additional stringent control measures depending on the nature of their production.

### **A. ASSISTANT DIRECTOR / DIRECTOR / SCRIPT CONTINUITY SUPERVISOR**

Those with coordinating senior roles in a production are at risk of exposure to COVID-19 given that they have interactions with a wide variety of departments, workers, and equipment. In considering their operations, producers shall consider the following control measures in preparing a COVID-19 mitigation plan to ensure that risks are eliminated or minimized as much as possible for these roles:

- a. The director shall be briefed on the logistical effects of implementing COVID-19 safety measures and the resulting limited capacity for last-minute changes.
- b. Call sheets and other production paperwork are recommended to be distributed digitally.
- c. Call sheets shall contain key COVID-19 information and pertinent contact details.
- d. The Assistant Director shall include COVID-19 mitigation practices in all daily safety orientation briefings.
- e. As much as possible, the Assistant Director should be the only crew member permitted to travel the set, costume, and makeup areas for coordination.
- f. The Script Continuity Supervisor shall limit his/her interactions to the on-set zone only.
- g. Productions Assistants shall limit their interactions to the off-set zone only.
- h. Key individuals who require communication may be given personal communication units (e.g. radios, headphones, etc.).
- i. Those with communication units shall change their own batteries.
- j. Communication boxes shall be sanitized upon delivery and before return.

### **B. VIDEO VILLAGE**

By their nature, productions involve numerous persons interacting in a designated area, which may create issues with maintaining physical distancing and hygiene control measures. The following controls shall be considered as part of a COVID-19 mitigation plan:

- a. The video village shall be set up outside as much as possible. If rooms will be used, the same should be well ventilated / windows opened to allow fresh air circulation
- b. Additional monitors may be set up to allow for physical distancing.
- c. Each person that needs to view the scene may be provided separate monitors that are distanced 2 meters apart.
- d. Chairs shall be disinfected before and after people sit down.
- e. The use of plastic chairs is recommended as they are easier to disinfect.

### **C. CAMERA, GRIP, AND LIGHTING**

The work undertaken by camera and lighting department workers involves handling of shared equipment and close contact work. In order to mitigate against these risks, Producers shall consider implementing the following controls as part of their COVID-19 mitigation plan:

- a. A 1-meter distance from the cast to the other crew (DOP, grips, lighting crew) shall be adhered to.
- b. The zone around the camera is a close contact zone and shall be created with no more than three (3) persons within the zone at any given time.
- a. The grip crew may be split into smaller workgroups and zones where possible (e.g. main unit vs. 2nd unit, or off-set vs. on-set team).
- b. On-set and off-set zones shall be maintained whenever possible.
- c. The sound and grip departments shall be consulted in advance if they need to plug in or require additional equipment to go on camera.
- d. Only the workers from the camera, grip, and lighting departments may handle their own equipment. As much as possible, equipment shall not be shared.
- e. PPE (gloves, masks, face shields) shall be made available for use.
- f. Hand sanitizing stations shall be readily available at the production office/site/grip truck.
- g. The crew shall be trained in appropriate equipment cleaning/sanitizing, particularly for delicate and wireless electrical equipment like drones, remote heads, etc.
- h. Workers shall disinfect gear during breaks in the activities.
- i. Color-coding of equipment may be done with tape or stickers to identify when equipment has been cleaned and is ready for next use.
- j. Personal equipment shall be wiped down upon arrival and before departure each day.
- k. More gear may be required (e.g. apple boxes and stands) to ensure that people don't pass or share equipment.
- l. Using a clapperboard shall only be done where physical distancing is achievable.
- m. Digital notes/sheets may be used instead of hand-written ones.
- n. For enclosed production sets, regular ventilation shall be ensured with open windows when possible. It is recommended that workers be allowed time during the production day to get fresh air.
- o. The workers doing pick-up of equipment shall handle cases with gloves and cases shall be wiped down before loading into the vehicle.
- p. A designated person may be assigned who is dedicated to maintaining hygiene practices with the equipment leaving and arriving back at the truck or warehouse for larger productions.
- q. A sanitizing fogging machine may be considered to sanitize trucks/vans to avoid additional time/crew resourcing to individually clean/spray equipment.
- r. Regular ventilation of the grip truck shall be observed with open windows when possible.
- s. Air-conditioning in the grip truck shall be run on a fresh air setting, not on recirculation.
- t. Only the approved grip crew shall be allowed access for gear storage areas like at the studio or warehouse or other long-term locations.

## D. SOUND

Workers in the sound department are required to encroach on physical distancing requirements in order to undertake their work. Because of this, a variety of options for managing these risks shall be implemented as part of the COVID-19 mitigation plan, including the following:

- a. The workers in the sound department (i.e. sound recordist/sound mixer/sound department head) shall be included in the pre-production stage.
- b. Locations that are quiet and conducive to clear and good sound recording shall be prioritized.
- c. PPE shall be worn for the duration of person-to-person contact.
- d. All equipment hand-overs shall be contactless.
- e. Color-coding of equipment may be done with tape or stickers to identify when equipment has been cleaned and is ready for next use.
- f. Equipment shall be disinfected before and after each use.
- g. It is recommended to minimize the use of lavalier microphones to limit close-proximity interaction between actor and sound crew.
- h. Boom-only audio shall be utilized whenever possible.
- i. Some multi-talent scripts may require a second Boom Operator.
- j. Should lavalier microphones be necessary, production should follow a 1:1 ratio of lavalier set to actor. This means the number of wireless lavalier sets required is dictated by the number of actors with speaking lines called for the work day.
- k. There should be no sharing of lavalier microphones at any point.
- l. Microphones shall be labeled with the name of the user.
- m. There shall be enough mounting tapes, expendables, etc. for the application of microphones to keep them fresh and sanitary for each use.
- n. Mounting components that cannot be thoroughly cleaned shall be replaced.
- o. The script, lines/dialogue, and characters with lines for any given scene shall be submitted ahead of time (e.g. 5 days before the shooting day) to ensure that the necessary number of wireless lavalier sets and sound personnel are allocated.
- p. Appropriate handling procedures shall be developed by each production/post-production for workers handling cards and rushes.
- q. A dedicated wireless/radio frequency coordinator (ideally the production recordist/sound mixer/sound department head) shall be present on set to coordinate the frequencies. If possible, these frequencies may be assigned and set before the shoot.
- r. Timecode boxes and wireless hops for camera crew shall be prepped, labelled, packed, and sealed with batteries and cables, etc.
- s. All timecode equipment, including the slate, shall be sanitized before installation.
- t. Directors, script supervisors, and any person that needs to monitor the production mix shall bring their own personal headphones for use.
- u. Disinfection of communication headsets shall be done before and after every shoot. Furthermore, the crew may be requested to bring their own headphones or ear cup covers for additional protection.

- v. To minimize human contact, sound files may be transferred via online transfer protocols.

## **E. HAIR AND MAKEUP**

The hair and makeup department involves close contact work. In preparing a COVID-19 mitigation plan, Producers shall consider the following controls to ensure health and safety for the workers:

- a. Hair and makeup teams shall be in a separate zone that will be closed off to other non-essential workers.
- b. Hair and Makeup stations shall be kept a minimum of two (2) meters apart.
- c. Close contact related tasks in a close contact zone shall be limited to 3 people.
- d. PPE (face shields, mask) shall be worn by the hair and make-up artists for the duration of person-to-person contact.
- e. Hair and Make-Up Artist should provide one (1) set of personal brushes and disposable tools per client.
- f. Actors are encouraged to bring their own applicators (brushes, sponges, etc.) and make-up.
- g. Actors will take charge of their own touch-ups during the entire shooting day.
- h. Hair and Make-Up Artist/s, and Prosthetics Team will be only allowed on set if absolutely necessary.
- i. A hygiene station shall be provided near the entrance of the makeup area.
- j. Actors and makeup artists shall wash their hands with soap before and after sessions.
- k. The application time for makeup or prosthetics shall be minimized as much as possible.
- l. Considering that they will be used directly on an on-camera performer, any sanitizer used on makeup tools and equipment shall be fit for purpose.
- m. Makeup applicators, towels, hair wraps and removal supplies shall be single-use only and disposed of properly.
- n. Disposable makeup kits and brushes shall be used and disposed of after each application.
- o. Reusable equipment shall be washed and sanitized between use.
- p. Used equipment shall be placed in a lidded container until they can be cleaned.
- q. Personal toiletry bags may be provided for makeup removal by the on-camera performers.
- r. Supplies shall only be handled by the hair and makeup department, and ideally, by only one person within the hair and makeup department.
- s. Wigs and hair extensions shall be covered overnight, cleaned and disinfected before being used by the on-camera performers. They may only be handled by the person applying and removing them.
- t. Hair and makeup for secondary/back up on-camera performers may be avoided to reduce person-to-person contact.
- u. Extras shall be required to arrive with their own hair and makeup done, and with their own basic personal makeup supplies.
- v. Bringing of any additional items into the makeup area (including the consumption of food) shall be prohibited.
- w. Continuity notes and photographs are recommended to be shared digitally.
- x. On-camera performers may have separate arrival times to allow for adequate cleaning of any tools, equipment or furniture as required.

- y. Makeup chairs shall be wiped down with disinfectant wipes between uses by different on-camera performers.
- z. All surfaces and interiors shall be sprayed with disinfectant at regular intervals especially when in use.

## **F. WARDROBE/COSTUME**

There are a number of physical distancing challenges and common touch points between numerous people in a costume department carrying out their work. It is important that these risks are minimized as much as possible. In developing a COVID-19 mitigation plan, the following controls shall be considered:

- a. Wardrobe meetings shall be done remotely or on digital platforms as much as possible.
- b. Wardrobe planning shall be done ahead of shopping and pulling out from clothing suppliers or retail stores.
- c. Workers shall use PPE when looking through garments from clothing suppliers and retail stores.
- d. Booking of on-camera performers shall be made as early as possible to get their sizes ahead of time.
- e. Additional time shall be provided after casting to allow for online purchases / delivery and separate individual fittings.
- f. Physical distancing shall be maintained on necessary meetings and work (e.g. costume fitting). PPE shall be worn especially in close contact tasks.
- g. In-person fittings shall be done with only one on-camera performer and one stylist / designer per office / fitting room. They shall wash their hands before and after fitting.
- h. High-touch surfaces shall be cleaned and sanitized in between fittings.
- i. Costumes and outfits shall be bagged up individually per performer and per scene requirement.
- j. A basket system for costumes will be implemented where the wardrobe team can lay down clean costumes for cast members to pick up prior to wearing/ fitting. Return of used costumes will be done in the same manner. One basket/bin per Actor is advised.
- k. Production requirements shall be factored in when establishing dressing areas.
- l. All pieces of wardrobe that will be used shall have undergone deep cleaning before and after the shoots.
- m. Hand washing/sanitizing facilities shall be provided at the entrance of all dressing areas.
- n. Regular ventilation through open windows shall be observed in dressing areas.
- o. A designated worker may be assigned specifically to ensure frequent cleaning/sanitizing of dressing areas.
- p. Only the wardrobe department may touch clothing and other wardrobe elements until it's decided what the on-camera performer will put on.
- q. Hanging and ironing of clothes should be done only by members of the wardrobe department.
- r. Steaming or anti-bacterial spray may be used to disinfect outfits.
- s. When feasible, on-camera performers shall arrive in their wardrobe.
- t. Jewelry and glasses shall be disinfected in between use.
- u. Outfits, robes, and towels shall be cleaned at the end of each day if used.

- v. Costume pieces shall not be shared as much as possible, including for stunts, unless they are washed and dried (or otherwise sufficiently cleaned) between uses by different on-camera performers.
- w. Talents, and background extras may bring their own costumes provided they are appropriately disinfected. These costumes shall only be used by the owners and no one else.
- x. Fixing of costumes on set will be done by the cast members themselves. Wardrobe assistant is discouraged unless absolutely necessary.

## G. ART

The art department's work involves a large number of common touch points, shared equipment, and working in close contact with others. This may include construction, special effects, armory, and even animal wrangling. In order to control these risks, the following control measures shall be considered as part of the COVID-19 mitigation plan:

- a. The set design and other related details shall be discussed and approved virtually or online.
- b. All art department workers shall be trained in appropriate equipment cleaning/sanitizing, particularly for delicate and electrical equipment.
- c. Meetings, designs, and checks shall be coursed through the Production Designer who will also enforce the health and sanitation protocols in the design team.
- d. Only approved art department workers shall be allowed access to workshop and props storage areas.
- e. The number of workers performing tasks within a specific work zone shall be limited to ten (10) people only.
- f. A preparation team may be designated to act as a separate unit to the on-set unit when needed.
- g. The allocated work zones shall have enough room to adhere to physical distancing guidelines.
- h. Adequate airflow/ventilation for studio/indoor spaces shall be maintained.
- i. Additional time shall be allowed for cleaning of sets and props.
- j. Purchases shall be planned and listed in advance to minimize needed trips to stores for supplies.
- k. Goods shall be disinfected in the prop store when necessary.
- l. High-touch set surfaces shall be sanitized before use and in between takes.
- m. Handling of art department objects by the art department workers and on-camera performers shall be minimized. In the case of shared props, performers shall wash their hands between each use.
- n. On-camera performers shall handle hand-held props out of a sanitized bag and return the prop to the same bag or another bag when finished.
- o. Each shall be provided with their own supply of disinfectant and hand sanitizer.
- p. Props from the box/sealed container shall be sanitized before use.
- q. Props shall also be thoroughly cleaned before and in between takes.
- r. Props shall be disinfected prior to being sealed.
- s. A system that segregates props as "SANITIZED" or "USED" may be implemented.

- t. Handling of props will be the responsibility of only one Propsman.
- u. Color-coding of equipment may be done with tape or stickers to identify when equipment has been cleaned and is ready for next use.
- v. Props to be used for product consumption shots shall undergo a thorough cleaning and proper disposal.
- w. A record of props used shall be maintained for the purposes of contact tracing if there is an infection.

## **H. POST-PRODUCTION**

Post-production workers include but are not limited to editors, colorists, score composers, sound designers, composite artists, dubbers/voice-over talents, recording artists, or anyone required in the post-production process. For the post-production process, Producers shall commit to the sanitation and disinfection rules mandated by the Department of Health in the maintenance of their workspaces.

- a. All workstations and suites shall be disinfected thoroughly before and after a work session.
- b. A work-from-home arrangement with workers in post-production shall be prioritized.
- c. All workers involved in the post-production process (e.g. post-production assistants, drivers, office employees) shall duly accomplish a Health Declaration Form.
- d. Post-production shall be included in the pre-production planning to set a timetable and workflow that will be mutually agreed upon by all parties involved. Post-production timetables shall be agreed upon in advance by the producer, director, post-production house operator, editor and post-production supervisor. This agreement may be in the form of a post calendar where preview schedules, deadlines of deliverables, and the like are specified in advance. Any changes in the timetable shall be consulted to all parties involved mutually agreed upon.
- e. Post-production workers shall work no more than 12 hours a day on a project, with a 12-hour turnaround time. Curfew hours shall also be considered for community quarantine areas.
- f. Post-production workers and other individuals involved in the process shall make consolidated efforts to address potential piracy, as well as other eventual online communication and technical concerns.
- g. Post-production workers who will be working on-site i.e. on location during production shall be included in the applicable protocols for principal photography.
- h. Workers required to report in the workplace or production site shall be accorded with the appropriate means of transportation to the location, especially for community quarantine areas where public transport is limited.
- i. It is recommended that drivers transporting any production-generated materials to post-production workers or the post-production house remain the same for the duration of the project. This is to allow for easier contact tracing and to safeguard against piracy.
- j. Third party courier services shall be discouraged. If third party couriers are needed, deliveries shall be made by authorized personnel who will sign a waiver to ensure protection from piracy.

- k. Bare hard drives shall not be used. All drives should be in appropriate protective enclosures (e.g. hard plastic, disposable bubble-wrap, etc).
- l. Hard drives should be in hard plastic drive enclosures or disposable bubble-wrap instead of foam. No bare hard drives shall be allowed for transmittal. Hard drives delivered shall be disinfected using appropriate methods.
- m. All documents generated by the production (e.g. sound report, camera report, script continuity sheets etc.) shall be sent by email to the assistant editor.
- n. For preparatory work, only proxy materials with burned-in violators (text overlays on image) shall be prepared for editors working from home to combat piracy.
- o. It is recommended that prominent violators be placed on the image area of every shot indicating the following information:
  - Project name;
  - Post-production house;
  - Complete name of the Editor; and
  - Complete name of Assistant Editor.
- p. It is recommended that the post-production house or independent digital imaging technician (DIT) prepare a Non-Disclosure Agreement (NDA) between them and the post production team, with sanctions indicated in the said agreement for violations.
- q. For offline editing, previews of dailies, edits and revisions shall be done online via secure or private networks such as Vimeo, FTP, etc. To avoid piracy, these uploads shall be password protected, non-downloadable, and shall expire after a few days.
- r. It is recommended that prominent violators be placed on the image area of the entire video indicating the following:
  - Project name;
  - Full name of the recipient; and
  - Date of export.
- s. There shall be no sharing of links. If there are multiple recipients, each will be given their own link indicating unique violators.
- t. The account shall be under the control of the producers or post house.
- u. For presenting cuts and final edits with clients, interlocks or viewing or sit-down sessions shall have limits on the maximum number of people working in a space depending on the size of the space to comply with social distancing rules.
- v. For the finishing process (grading, VFX, sound design, online editing etc.), post-production staff may be required to work on premises due to monitor and speaker set-up calibrations specific to the theatrical experience.
- w. If the client chooses to pursue a fully digital and remote finishing process, the post-production shall undertake the due diligence of explaining the technological limits of the clients' monitor and/or speaker set-up. In return, the client shall acknowledge that disparities in theatrical or other distributions may arise due to the nature of remote viewing.
- x. The post-production house operators shall set the number of attending people for finishing interlocks depending on the size of the space since rooms are usually small, enclosed, and or in air-conditioned places.
- y. Post attendees coming from a production shoot may only attend sit-down sessions fourteen (14) days after the last shooting date they attended.

- z. The finishing process (grading, VFX, sound design, online editing, etc.) may require post staff to work on premises due to monitor and speaker set-up calibrations specific to the theatrical experience. In these cases, the protocols for principal photography, transportation, and post safety provisions shall apply.
- aa. It is recommended that only key representatives from each relevant client or department shall be allowed to be physically present. For example:
  - Director for editing sessions;
  - VFX supervisor for VFX previews;
  - Director of Photography for color-grading; and
  - One more representative (Producer or Post Production Supervisor)
- bb. Post-production house operators are recommended to limit movements to and from the post-production house for the safety of post-production workers.

## **I. TRANSPORT**

Transport services have the potential to involve an encroachment on physical distancing requirements and potential to compromise hygiene protocols due to space restrictions in vehicles. To ensure these risks are eliminated or minimized, producers shall consider a variety of the following options as part of the COVID-19 mitigation plan:

- a. Workers required to travel in vehicles shall travel separately as much as possible. Otherwise, the production's safety plan shall reflect the DOTr's current position for traveling in vehicles for work as specified in the omnibus public transport protocols and guidelines<sup>11</sup>. This includes travel to and from work sites, traveling between work sites, and traveling as part of your work activities.
  - i. If traveling on public transport, workers shall follow the distancing guidelines as displayed on the public transport or requested by the operator/driver.
  - ii. Where it is necessary to have more than one person in a vehicle, physical distancing is important, and every occupant should sit as far apart as possible.
  - iii. Private cars will only be allowed one (1) passenger to occupy the front passenger seat, while front-facing seats shall not exceed two (2) passengers per row.
  - iv. In larger vehicles, vans, or SUVs, space shall be maximized with two (2) passengers per row and sitting on alternating sides of the row with the vehicle filling from the back row.
  - v. The number of people using or sharing a vehicle shall be limited as much as possible and a log shall be kept of who has been in the vehicle and when.
  - vi. People traveling in the same vehicle repeatedly shall always use the same seat each time and travel with the same group of people in the vehicle as much as possible.
  - vii. Vehicles shall be thoroughly sanitized after each trip, and if the vehicle does need to be used for different groups, it shall be thoroughly sanitized between these groups.

<sup>11</sup>Department of Transportation Omnibus Public Transport Protocols/Guidelines  
<http://dotr.gov.ph/53-dotnews/1339-read-omnibus-public-transport-protocols-guidelines-sct-bv-the-department-of-transportation-dotr.html>

- viii. Everyone shall wash or sanitize their hands before entering the vehicle and on exiting the vehicle.
- ix. Air conditioning should be run in a fresh air setting, not on recirculation.
- x. All travel time in shared vehicles should be minimized with individual vehicles used where possible.
- b. Hired vehicles shall be cleaned and sanitized, including trucks and vans. In particular, the steering wheel and inner/outer door handles shall be wiped down at the end of the day or in between drivers.
- c. Vehicles shall be supplied with hand sanitizer, disinfectant wipes and appropriate PPE.
- d. Drivers shall avoid picking up or delivering outside their designated area.
- e. Passengers shall wash hands and / or use hand sanitizer prior to entering the vehicle for transportation to and from the production site.

## **Annex H.3. GENERAL COVID-19 GUIDELINES FOR ON-CAMERA PERFORMERS**

On-camera performers interact with a variety of departments of a film and audiovisual production on a regular basis. There is a high likelihood that the cast will need to interact with each other and crew at close range. In order to maintain the health and safety of on-camera performers, the following controls shall be considered as part of a COVID-19 mitigation plan:

### **A. GENERAL GUIDELINES**

- a. All on-camera performers shall fill out and provide their COVID-19 Health Declaration Forms.
- b. If the performers, or someone they live with or have close contact with become sick or exhibit flu-like symptoms, they shall notify production immediately and shall not come to work.
- c. On-camera performers shall also consider if they are in regular close contact with individuals with serious health conditions or compromised immunities before accepting work that requires them to physically report at the production site.
- d. Performers shall also maintain high hygiene practices also away from work. Whenever possible, DOH's physical distancing guidelines shall be followed.
- e. Hands shall be washed and sanitized regularly, particularly when entering or exiting a production site.
- f. Coughing or sneezing shall be done into the corner of the elbow.
- g. Performers shall ensure that they have or are given access to all necessary PPE and hand/equipment/workspace sanitizers or cleaning products.
- h. Performers shall adhere to the production's strict sign-in/sign-out procedures.
- i. On-camera performers shall be provided with sufficient space to keep their wardrobe, makeup, props and personal belongings separate, and it shall be ensured that additional time is allocated to allow for physical distancing requirements.
- j. On-camera performers may be provided with the option to do their own hair and makeup (including touch-ups and removal), including through virtual tutorials with hair and makeup personnel.
- k. On-camera performers shall take note or record of who they see and where they go outside of work.

### **B. ACTORS**

- a. A temporary, transparent barrier between actors may be installed while establishing marks and positions and only removed right before the take.
- b. Actors may consider showing up having done their own hair and makeup.
- c. Actors may do their own touch ups and remove their own hair and makeup as much as possible.
- d. Alternate shot set-ups, camera angles, lenses, shall be explored to ensure the distance between actors.
- e. For kissing, sex scenes, or scenes that require one actor to touch another's face or body, full and explicit consent shall be secured from the actors involved. Otherwise, actors may refuse to act or participate in such scenes. Further, the production may consider testing the on-camera performers in accordance with DOH testing guidelines.

- f. Hygiene and safety measures shall be observed before and after such scenes.

#### **C. EXTRAS**

- a. COVID-19 information and health and safety guidelines shall be distributed to extras before their arrival on the production site. A safety orientation and health check shall be done upon their arrival by the OSH Officer.
- b. The number of extras shall be kept to a minimum.
- c. All extras shall wash/sanitize their hands on arrival at the production site.
- d. A holding area shall be set up for extras with enough space and tables and chairs to practice physical distancing.
- e. Individuals shall remain in the same seat for the day when not on set, i.e. no seat swapping and mingling. A seat for each person is required within the holding area.
- f. One pen shall be provided to each talent to execute paperwork. Otherwise, pens shall be disinfected after every use.
- g. All personal belongings shall be left in the holding area. No personal items may be taken to set.
- h. Crowd scenes can only be filmed if physical distancing is achievable.

*Note: No more than a total of 50 crew/cast/extras shall be on site.*

#### **D. MINORS**

- a. Producers are discouraged from allowing minors to work on-set. Until further notice, the issuance of DOLE permits for minors are suspended.
- b. Otherwise, minors may be scheduled as arranged with their schooling. They shall be appropriately briefed on safety protocols in the sets.
- c. Production shall have PPE on hand that fits minors.
- d. No make-up may be applied to minors by the hair and makeup team unless absolutely necessary.

#### **E. STUNTS**

- a. COVID-19 information and health and safety guidelines shall be distributed to stunt performers before their arrival on the production site. A safety orientation and health check shall be done upon their arrival by the OSH Officer.
- b. No physical contact may be done on scenes without specific production/stunt coordinator approval.
- c. As it is common for stunt performers to be involved in several productions at one time, each production's stunt coordinator shall discuss such movement of performers with each production so that safety precautions may be undertaken.
- d. Showers may need to be available for training sessions.
- e. Fitting of harnesses and padding may be done by the stunt performers themselves whenever possible under the strict supervision of the stunt crew.
- f. Blocking and rehearsals shall be limited to essential personnel only.
- g. A holding area shall be set up for stunt performers that facilitate physical distancing.
- h. Personal bags or items shall be left in a designated area.

## **Annex I. SCENE LOCATIONS AND RESTRICTIONS**

- A. Pursuant to Executive Order No. 112<sup>12</sup> and the Omnibus Guidelines on Community Quarantine, a ban on mass gatherings shall be enforced. Therefore, scenes (including the following examples) that constitute mass gatherings are restricted, including but not limited to the following:
1. Religious mass gatherings such as but not limited to a church congregation, fellowship meetings, etc.
  2. Entertainment-related mass gatherings such as but not limited to those in theater venues, cinemas, large concerts, festivals, carnivals, conventions, shows, and pubs and bars
  3. Business-related mass gatherings such as but not limited to trade shows, conferences, conventions, workshops, and retreats
  4. Sports-related mass gatherings such as but not limited to trainings, games, tournaments, and championships
  5. Politically related mass gatherings such as but not limited to election rallies, polling centers, and public speeches and addresses
  6. Gambling and betting activities
  7. Social Events scenes such as birthday parties and large weddings
  8. Party Scenes
  9. Classroom Scenes
- B. Interior and exterior scenes with a larger number of people where physical distancing can be upheld, may be permitted - for example, no more than ten (10) people spaced around an office or a street scene, with background pedestrians.
- C. For kissing, sex scenes, or scenes that require one actor to touch another's face or body, full and explicit consent shall be secured from the actors involved. Otherwise, actors may refuse to act or participate in such scenes. Further, the production may consider testing the on-camera performers in accordance with DOH testing guidelines,

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<sup>12</sup>Executive Order No. 112, S. 2020

<https://www.officialgazette.gov.ph/downloads/2020/04apr/2020030-EQ-112-RRD.pdf>

## **Annex J. COVID-19 PRODUCTION ZONE BREAKDOWN**

### **A. What is a Production Zone?**

The creation of the Production Zone allows for the production to be broken down and operate within physical distancing protocols. Through this layout measure, zones ensure how a crew can work safely within a film and audiovisual production. Engaging the crew and reviewing the tasks within the production zone will assist in identifying potential COVID-19 related risks and applying the appropriate control measures required to provide a safe and healthy workplace.

The Production Zone includes on-site or off-site operations.

A worker's zone describes the close contacts that he/she directly works with. Each production zone will have smaller department zones.

Productions may require additional zones or find that not all roles or zones apply. This will be reflected in the size or complexity of the project.

- A. It is recommended to keep zones as small as possible with no more than ten (10) people inside to undertake the required tasks safely.
- B. A minimum distance of no less than one meter is to be observed at all times as a general rule. This includes rest breaks, meal breaks, travel, and use of toilets. However, there are varying measurements of physical distancing within zones depending on the type of space where work is undertaken.
  - 1. Uncontrolled Spaces
    - a. When production interacts with the public, a physical distancing of two meters should be maintained at all times.
    - b. Two meters of separation is needed to maintain physical distancing with the crew and other persons because these spaces are outside of the production zone.
  - 2. Controlled Spaces
    - a. Where a production can manage and control a site or workplace, then the minimum physical distancing of 1 meter applies. Additional control measures may also be implemented.
  - 3. Close Contact Space
    - a. Crew can undertake close contact tasks where interaction between workers is 0-1 meter. Any crew working within this distance needs to use PPE as well as implement additional control methods.
- C. Spending over fifteen (15) minutes within one to two meters is considered as close contact, and therefore stringent contact tracing measures shall be in place.
- D. Only production approved crew who have implemented safety precautions, can work closer than one meter, (i.e. cast and make-up) or for critical safety and emergency reasons. Safety precautions shall be adhered to at all times.

### **B. What is an On-Site Production Zone?**

The full area of the production site is considered the On-Site Production Zone which shall observe all DOH, DOLE, and DTI Standards and Protocols in this Order.

- a. Risk assessment of locations and sites/workplaces, identifying risks and control measures, shall be done to minimize the risk of infectious diseases.
- b. The script and casting shall be reviewed to allow the limiting of on-camera performers present on set and enable physical distancing.
- c. Producer shall ensure that all workers are engaged and able to raise concerns over any risks associated with their work and infectious diseases.
- d. Locations may be closed or restricted due to influences of COVID-19 and due diligence shall be undertaken to assess the risks at each workplace.
- e. Health screenings shall be conducted by production to monitor worker health and identify any risks.
- f. Immigration considerations shall be considered for international workers.
- g. Catering arrangements shall be contactless and follow relevant hygiene standards. Prepackaged food may be considered and no open service, buffet-style service tables may be allowed.
- h. Staggered lunch breaks or separated areas shall be implemented to deter crew congregations.
- i. Scheduling shall consider the increased amount of time required to undertake work due to COVID-19 risks and controls.
- j. Worker fatigue and wellness shall be considered and factored into the shoot day.
- k. Accounting shall use a paperless system where possible.
- l. Call sheets, scripts, and other paperwork with the crew shall be communicated online.
- m. Suppliers shall be restricted from coming on-site to undertake work like site or equipment repairs. They shall be scheduled to arrive after hours or when there are limited people on site.

### **C. What is an Area Zone?**

These are separated spaces within the Production Zone and may be divided further into department zones. These include but are not limited to the following:

1. On-Set Area Zone (On-Site)
2. Off-Set Area Zone (On-Site)
3. Location and Prep Area Zone (On-Site)
4. Workshop Area Zone (Off-Site)
5. Remote Area Zone (Off-Site)

### **D. What is a Department Zone?**

The Department Zone is contained inside an area zone and consists of multiple workgroups. These are Essential Departments to enable on set operations including but not limited to Camera, Sound, Grips, Lighting / Electrics, ADs, Script Continuity, On Set Art, and Locations.

### **E. Specific Safety Guidelines**

#### **1. On-Set Area Zone**

- a. Scripts shall be reviewed to accommodate the limiting of the number of on-camera performers.
- b. The number of crew behind the camera shall also be limited, as well as the number of equipment to limit the amount of potential exposure and common touch surfaces.

- c. An on-set safety briefing shall be conducted to highlight risks and the control measures that need to be adhered to.
- d. The OSH officer may assist in guiding the correct health and safety protocols on set as per the relevant Department of Health, Occupational Safety and Health guidance, and the DTI and DOLE Standards and Protocols.
- e. Only select members of the crew may be allowed to do final checks on set that involve close contact. No one else should undertake these tasks, and they should adhere to all necessary control measures.
- f. Final checks that require close contact shall be done in as little time as possible.
- g. If a workstation on set is required, they should be set up in a way to facilitate physical distancing.
- h. The daily shoot schedule should be achievable to avoid worker fatigue and considering the extra time needed to complete tasks.
- i. Each area zone and its workers shall be given enough time and space to complete their work.
- j. Remote/multiple monitors may be installed for review. Crew shall be restricted from gathering around monitors.
- k. Electronic call sheets shall be used.
- l. Radios or phones shall be used to talk remotely.
- m. Items taken on set like radios and tech equipment shall be frequently disinfected.
- n. Common touch items shall be minimized from around the workstations.

## **2. Off-Set Area Zone**

- a. Interaction between department zones shall be limited.
- b. As travel may be necessary between on-set and off-set area zones, cleaning, physical distancing, and handwashing protocols shall be observed.
- c. The on-camera performers shall be sent to the on-set zone as camera-ready as possible.
- d. Hair and Make-up, Costume, and on-camera performers shall only roam in their zone.
- e. Catering and craft services arrangements shall be contactless.
- f. Any location moves to be undertaken shall take into consideration the limited crew on site.
- g. For controlled spaces, physical distancing shall follow the general rule of no less than one (1) meter apart per person.
- h. Regular disinfecting of equipment and all common touch surfaces within each area zone shall be conducted.
- i. Workstations shall be separated to allow for the correct physical distancing.
- j. Radios or phones shall be used to talk remotely.

## **3. Location and Set Preparation Area Zone**

- a. Risk control measures at the production site shall be installed before the crew and workers arrive on site. This may take several hours, days, or even weeks to set up a site ready for the production shoot, depending on the scale of the production.

- b. The production site shall be controlled, and access shall be recorded to enable contact tracing and prevent close contact with the general public.
- c. Area Zones required to fabricate, and construct sets shall maintain physical distancing and should be separated from the shoot and production zone.
- d. There shall be applicable physical distancing controls for the crew in place such as one-way foot traffic, barriers, or floor markings.
- e. Hygiene facilities shall be set up, including handwashing and/or sanitizer stations.
- f. PPE shall be made available for set preparation and shoot crew.
- g. Appropriate cleaning supplies shall be made available for the crew to clean equipment.

#### **4. Workshop Area Zone**

- a. This includes construction workshops where set-pieces are fabricated.
- b. An isolation area shall be set up for potentially contaminated equipment/props/set pieces or decorations.
- c. Physical distancing controls for the crew shall be in place such as one-way foot traffic, barriers, or floor markings.
- d. Set up hygiene facilities, including handwashing and/or sanitizer stations.
- e. PPE shall be made available to workers.
- f. Drop off areas shall be established to enable sanitizing/quarantining equipment products as they arrive on site.

#### **5. Remote Worker Area Zones**

- a. For Production members required to work in a shared office, physical distancing guidelines shall be observed.
- b. Workers shall work remotely as much as possible.
- c. Location managers shall communicate online as much as possible. Online resources and location photo libraries may be utilized to limit any travel and interactions.
- d. Location Landlords/Owners are required to ensure that any potential risks are communicated to the producers leasing the location and controls identified to mitigate the risk.
- e. Production companies shall undertake due diligence and establish if there are any additional controls they will need to implement to provide a safe and healthy work environment for all cast, crew, and other persons.
- f. LGUs in coordination with DOH, DOLE, and DTI may audit the health and safety structures of production and review for compliance.

#### **6. Department Zones with Close Contact Interactions**

- a. These involve workers that perform tasks with close physical interactions including cast, make-up, stunt performers. Time spent when performing close contact tasks shall be limited as much as possible.
- b. Close contact tasks (0-1metre) introduce a higher risk, and producers shall eliminate or minimize this increased risk by applying the appropriate control measures.
- c. There shall be dedicated close contact areas for each area zone that involves close contact whenever possible e.g. rehearsals on- set or off- set between on-camera performers.
- d. Precautions shall be taken to limit interactions with those performing close contact tasks.

- e. If possible, one person shall perform multiple tasks so as to reduce the number of close contact workers.
- f. Whenever possible, one person shall perform multiple tasks and a regular crew base may be engaged as opposed to short-term crews.
- g. Common touch items from around the workstations shall be reduced.
- h. Close contact department zones shall have posted reminders about hygiene practices based on this Order and shall provide single-use products as much as possible.
- i. Personal protective equipment such as gloves, face shields, and masks shall be available for use.
- j. Additional time to perform close contact work due to the required safety precautions shall be factored into the schedule.
- k. Items shall not be shared between workers.
- l. Equipment and items shall be cleaned at the start and end of each day and at appropriate intervals throughout the day.
- m. There shall be direct routes from the close contact zones to the set and other essential locations to limit contact with other persons and contact with common touch surfaces.
- n. In case someone becomes unwell or exhibits flu-like symptoms especially in close contact zones, records shall be kept for effective contact tracing. Workers who are spending over 15 minutes within 1 to 2 meters proximity from each other shall be particularly taken note of.
- o. For every close contact zone, the number of crew that is allowed on set shall be limited.
- p. The time spent when undertaking close contact tasks shall be limited as much as possible.
- q. It is recommended that close contact zones within a Department Zone shall not have more than three (3) people.

**Area Zone and Department Zones Table**

Area Zone	Location	Department Zones
On Set Zone	Production Site	<u>On Set Tech Crew</u> Director, AD, Grip, Lighting, DOP/Camera Crew, PD/Art Deptt, Sound, Script Continuity Supervisor <u>On Set Production</u> Producers, Production Manager <u>OSH Officer/s</u> <u>Cast/Extras/Stunts</u> <u>Hair and Makeup Artists, Wardrobe/Costume</u> <u>Prosthetics</u> <u>Craft Services, Other Suppliers (e.g. VFX)</u>
Off Set Zone	Production Site	<u>Tech and Unit Base</u> Grip, Lighting, Camera, Sound, Costume, Location Manager, Drivers, Hair and Make-up Artists, Art Department <u>Off Set Suppliers (e.g. Security)</u> <u>Catering</u> <u>Craft Services</u>
Set and Location Prep Zone	Production Site	<u>Preparation</u> Production Designer, Art Director, Set Dresser <u>Transport, Locations (As needed)</u>
Workshop Zone	Off-Production Site	<u>Construction/Art Workshops</u> Storage facilities for set pieces, props, equipment, off set workrooms, constructions workshop
Remote Worker Zone	Off-Production Site	Producers, Production Manager, Production Office, Location Manager, Health and Safety Officer, Transport, Accounts, Department Coordinators <u>Offsite Rehearsals</u> Stunts, Casting <u>Post Production Processes</u> Picture Editor, Assistant Editor, Online Editor, Sound Designer, VFX Artist, Colorist, Musical Scorer <u>Remote Art Department</u> Design, Buyers <u>Location Scouts</u>

## **Annex K. CLEANING AND DISINFECTION GUIDE**

All workplaces and production sites operating during Modified Enhanced Community Quarantine and General Community Quarantine conditions need to ensure they are protecting their workforce and minimizing the risk of spread of infection.

### **A. Key Cleaning Tips**

- a. All offices and sites shall implement additional cleaning measures in common areas as recommended by the Department of Health and help minimize the spread of COVID-19.
- b. The workspace shall be considered, especially those that are frequently used and touched by workers, clients, and visitors.
- c. Regular cleaning of the workplace environment will minimize the spread of infection by reducing workers' contact with contaminated surfaces. In some areas, this may need to be done more than once a day, this assessment needs to be done specific to your site's individual work areas/department's needs.
- d. The virus can be spread from person to person or by touching uncleaned equipment or surfaces. Therefore, areas where the virus is more likely to spread, such as the kitchen, toilet, and other common spaces shall be more frequently cleaned.
- e. Physical distancing shall be practiced when cleaning offices and sites with the following reminders.
  1. Regular cleaning shall be scheduled and recorded.
  2. Suitable cleaning products shall be used, following the manufacturer's instructions for use. When choosing an appropriate cleaning product, factors to be considered include what the product is effective against and the length of time the product needs to be left on a surface to clean it properly.
  3. Disposable cloths may be used if available. Reusable clothes shall be disinfected and dried after use, as bacteria and viruses can still survive on damp cloths.
  4. Disposable gloves shall be used when cleaning and handling soiled items and shall be properly disposed of.
  5. Hands shall be washed immediately after removing gloves or after handling the same items.
  6. Touching one's face while wearing gloves shall be avoided.
- f. Common internal touchpoints shall be frequently cleaned including:
  1. Coffee machines, photocopiers, and water stations.
  2. Common pens for a sign-in sheet to the site.
  3. Doors/door handles
  4. High-touch surfaces such as stairs, handrails, door handles, table tops, elevator buttons, microwaves, and other kitchen surfaces.
- g. Screens and tables shall be wiped after use, including iPads, photocopiers, digital check-in scanners, and desktop stations.
- h. Floors shall be cleaned with disinfectant or bleach solution, starting from one end of the premises to another (from the exit inwards).
- i. Wash items such as towels, tea towels, and other fabrics and shall be dried thoroughly outside or with a dryer.

**B. Disinfecting cleaning aids**

- a. Cleaning aids, such as cloths or mops, shall be germ-free, or else these can spread germs to other surfaces.
- b. For cloths and sponges:
  - 1. Disposable cloths or paper towels shall be used when possible.
  - 2. Reusable cloths and sponges shall be disinfected or washed and dried after each use.
- c. For brushes:
  - 1. Brushes shall be washed in a dishwasher regularly or cleaned with detergent and warm water after each use.
  - 2. Brushes shall be dried before being used again.
- d. For mops and buckets:
  - 1. Two buckets for mopping shall be used – one for detergent and the other for rinsing.
  - 2. Mops and buckets shall be cleaned and dried after each use.

**C. Site cleaning**

- a. Before leaving the workplace at the end of the working day or end of each shift, any tables/surfaces shall be wiped down with soapy water or cleaning agents. All workers shall be checked out of the site, and a daily record shall be kept.
- b. Waste and disposable PPE shall be securely disposed of.
- c. Door handles, railings, and personal workstation areas shall be wiped down with a disinfectant, such as disinfectant wipes. Each worker shall be responsible for cleaning their workstation areas with disinfectant wipes or spray cleaner using paper towels.
- d. 'High-touch' surfaces such as desks, counters, tabletops, doorknobs, bathroom fixtures, toilets, light switches, phones, and keyboards shall be cleaned every day with antiseptic wipes or disinfectant, including bleach solutions.

**D. Cleaning bathrooms, toilets, and showers**

- a. Toilets shall be cleaned with a separate set of cleaning equipment e.g. disposable cleaning cloths, mops, etc.
- b. Sinks shall be frequently cleaned.
- c. If the workplace or production site has a shower, shower trays and shower curtains shall be frequently cleaned.
- d. If a shower hasn't been used for a while, users shall let the hot water run first before using it.
- e. Tiles and grouts shall be kept in good condition.
- f. Toilet bowls shall be cleaned by flushing after each use.
- g. Limescale shall be regularly removed using descaling products.
- h. The toilet seats, handles, and rims shall be cleaned using a disinfectant.

**E. Cleaning Tools and Equipment**

- a. Tools and equipment shall be cleaned before and after each day's work with fit for purpose disinfectant or disinfecting equipment, concentrating on frequent contact points such as handles.
- b. Workers shall clean their hands after handling tools and equipment to prevent the spread of germs.

- c. If possible, tools shall not be shared. If sharing cannot be avoided, precautions shall be taken, following the handwashing guide before and after each use.

**F. Cleaning vehicles**

- a. Drivers shall be assigned to particular vehicles to avoid the spread of germs.
- b. Vehicles shall not be shared if possible. Otherwise, commonly touched areas of the vehicle (steering wheel, handbrake, gear stick, dashboard, handles, etc.) shall be wiped down after each use and the drivers and passengers shall wash hands before and after using the vehicle.
- c. For vehicles with more than one person, as much distance between people shall be observed as possible, the windows shall be kept open to keep air circulating and passengers shall face towards the window to reduce the spread of germs.

**G. Cleaning PPE & Clothing**

- a. Work clothes shall be placed in washing machines or hand-washed properly. Reusable PPE shall be disinfected separately following manufacturing guidelines.
- b. Directions on the labels of laundry or clothing and detergent shall be followed when washing and cleaning the same. In general, laundry and clothing shall be washed and dried with the warmest temperatures recommended on the label.
- c. When handling soiled laundry, the cleaner shall wash his/her hands afterwards. All clothes and towels shall be washed with a laundry detergent to prevent germs from spreading. Laundry shall not be left in the washing machine as any remaining germs can multiply rapidly.

**H. Deep Clean**

- a. If a worker is unwell and removed from the workplace or production site, a professional deep clean shall be completed in the area/areas identified where the worker was working and has accessed. These areas shall be isolated until a 'deep clean' has taken place.

## Annex L. COVID-19 DIRECTORY

Organization	Contact
<b>Department of Health</b> Telimed Management Inc., and Medgate Hotline Global TeleHealth, Inc. (KonsultaMD)	(02) 894 COVID (26843) (02) 8424 1724 (02) 7798 8000
<b>Department of Labor and Employment</b> NCR Concerns CAMP Concerns General DOLE Concerns	0961 680 4664 0961 680 4644 0961 680 4654
DOLE - National Capital Region	dolencr2008@gmail.com dolencrord2015@gmail.com
DOLE-Cordillera Administrative Region (CAR)	dolecar88@yahoo.com car@dole.gov.ph
DOLE-Regional Office No. 1	dole_ro1@yahoo.com
DOLE-Regional Office No. 2	doler02@gmail.com ro2@dole.gov.ph
DOLE-Regional Office No. 3	ordro3@gmail.com dolero3@gmail.com
DOLE-Regional Office No. 4-A	dolero4a@gmail.com dole4imsd@yahoo.com tssd.dole4a@yahoo.com.ph tssd1lrls.dole4a@gmail.com
DOLE-MIMAROPA	dolemimaropa@gmail.com
DOLE-Regional Office No. 5	ro5dole@yahoo.com
DOLE-Regional Office No. 6	doleregion6@yahoo.com
DOLE-Regional Office No. 7	dole_centralvisayas@yahoo.com
DOLE-Regional Office No. 8	doletacloban@yahoo.com
DOLE-Regional Office No. 9	dole9record@yahoo.com dole9_tssd@yahoo.com
DOLE-Regional Office No. 10	dole10.imsd@gmail.com
DOLE-Regional Office No. 11	dole11regionaloffice@gmail.com

DOLE-Regional Office No. 12	dole12.ro@gmail.com
DOLE-CARAGA	ordcaraga13@gmail.com
<b>National Center for Mental Health</b>	(02) 8531 9001 (02) 899 USAP (8727) 0917 899 USAP (8727)
<b>Research Institute for Tropical Medicine</b>	(02) 8807 2631
<b>Philippine Red Cross</b> For COVID-19 Concerns, Psychosocial Support, and Restoring Family Links	1158
<b>Emergency Hotline</b>	911
<b>Philippine National Police</b>	117
<b>Presidential Complaint Center</b>	8888
<b>Presidential Anti-Corruption Commission</b>	0906 692 7324
<b>Metropolitan Manila Development Authority</b>	136
<b>Land Transportation Office</b>	(02) 8922 9061
<b>Department of Education</b>  Region 1  Region 2  Region 3  CALABARZON	0928 871 8053 (Smart) 0915 205 3244 (Globe)  (072) 682 2324 loc. 119 0998 583 5732  (078) 304 3855 0917 504 7971 / 0906 682 8208  (045) 598 8580  0977 827 6112 (02) 8682 5773 / (02) 8684 4914
<b>MIMAROPA</b>  Region 5  Region 6  Region 7  Region 8  Region 9	(02) 8637-2895/(02) 8631-4070 0917 840 8381  0999 682 4775 / 0920 925 5833  (033) 336-2816  (032) 414-7399  (053) 323-3156  0998 280 8852 / 0919 353 9158

Region 10	0917 713 0173 / 0917 145 7957
Region 11	0917 720 1674 / 0929 497 5400
Region 12	(083) 228 1893
BARM	(064) 421 4272
CAR	(074) 422 1218
CARAGA	0917 514 9700
NCR	(085) 342 8207 0945 237 8066
	(02) 8929 4348 loc. 805/806 0999 881 1535
<b>Department of Foreign Affairs</b>	
Office of the Undersecretary for Migrant Workers' Affairs (OUMWA)	(02) 8843 4996
Office of Consular Affairs (OCA)	0967 4221825
	(02) 8234 3488 0908 3442070
<b>Overseas Workers Welfare Administration</b> For OWWA Programs and Services	1348
<b>Department of the Interior and Local Government</b>	
Emergency Operations Center	(02) 8876 3454 loc. 8806/8810 0927 4226300 / 0915 0054535
Public Assistance and Complaint Center	(02) 8925 0343
Peace and Order Concerns (JTF CV Shield)	(02) 8725 3176 0917 3125626 / 0998 8940013
<b>Department of Social Welfare and Development</b> Social Amelioration Program Concerns	16545 0916 2471194 / 0947 4822864 0932-9333251
<b>Department of Transportation</b>	
Road	(02) 7980 2387 / (02) 7980 2390 0917 876 8535 / 0917 876 8523
Aviation	(02) 7980 2391 / (02) 7980 2392 0917 876 8573 / 0917 802 2224
Maritime	(02) 7980 2394 / 0917 876 8594

<b>Department of Trade Industry</b>	1-384
Basic Commodities Concerns: DTI Officer of the Day (COVID response team deployed in NDRRMC)	0926 612 6728
DTI Command Center	0956 091 6570
<b>Department of Agriculture</b>	
Financial Subsidy for Rice Farmers	0961 680 4654
KADIWA Gateway/Hotline Urban Agriculture	Type KADIWA <space> query/concern then send to 0917 505 3380
Bureau of Plant Industry (for Metro Manila Cities except Quezon City and Caloocan)	0916 534 4838 / 0961 534 4831
Agricultural Training Institute (For Quezon City and Caloocan)	0998 545 0217 / 0917 327 6720
SURE (Survival and Recovery) COVID-19	0939 601 2988 / (02) 8636 3391
<b>Land Transportation Franchising and Regulatory Board</b>	
Official Hotline	1342
<b>PhilHealth</b>	(02) 8441 7442