



COVID-19
PROTOCOL
**audiovisuele
sector**

NETHERLANDS COVID-19 PROTOCOL FOR THE AUDIOVISUAL SECTOR

Preamble

The different professions that are involved in audiovisual productions want to continue with their work as soon as possible in a safe and responsible way. This is because of the direct and indirect economic interests and because of the vital cultural and social function of audiovisual productions: these act both as a connective tissue for society and as a source of information, amusement, emotion and reflection.

This protocol contains hygiene guidelines, precautionary and protective measures and rules of behaviour. Their purpose is to ensure that workplaces and work situations are as safe as possible during the COVID-19 pandemic. The protocol provides clarity to everyone who is involved in audiovisual productions, including professionals, businesses, public service and commercial broadcasters, clients, financiers, and insurers/guarantee funds.

The protocol focuses on the development, preproduction, production and postproduction of audiovisual productions in the broad sense of the term, both scripted and non-scripted, including news and informative programmes, entertainment, commercials, fiction, documentaries, animation, and interactive productions. It applies to various work situations, including filming in the studio and/or when on location indoors or outdoors. It also covers the way activities can continue to be performed safely at home.

Because of its role as a news provider of vital importance, the NOS broadcasting organisation works in accordance with the protocol used by care professionals, as agreed with the RIVM (Dutch National Institute of Public Health and Environment). When it comes to recording music, performing artists and (music and other) companies must comply with the protocols for performance art and orchestras.

This protocol for the audiovisual sector has been drawn up by a task force commissioned by NCP (Association of Dutch Content Producers) and NAPA (Netherlands Audiovisual Producers Alliance) for the entire audiovisual sector. The document has been adopted in consultation with and with input from DAFF (Dutch Academy For Film), the various industry and professional associations, public and commercial broadcasting organisations, businesses, funds and the Taskforce for the cultural and creative sector. The protocol has been submitted to the Ministries of OCW (Education, Culture and Science) and EZK (Economic Affairs and Climate).

The starting point for this protocol is the existing recommendations and measures published by the RIVM. This version is based on the state of affairs per 24 June 2020 and will in all cases be updated as soon as possible when new insights, recommendations or measures come into force. The protocol is published on the websites of NAPA and NCP, as is



the indicative risk assessment table and a list of FAQs (Frequently Asked Questions).

Since every audiovisual production is different, in practice there may be a reason for parties to make a carefully considered departure from this protocol if the situation demands it. It is up to the parties involved to consider carefully whether - taking all precautionary measures into account - an audiovisual production can go ahead or be continued with. We recommend consulting the RIVM website at all times for the up-to-date general measures and rules if there is an actual or suspected coronavirus infection. When shooting on location, it is also recommended to consult the current regulations in the relevant safety region and municipality.

Strategy

The protocol is based on the occupational hygiene strategy. This ensures that the limited inventory of PPEs (personal protective equipment) is used as little as possible and then only in those specific situations when physical contact is unavoidable.

Under the strategy, in the first place measures are implemented to ensure compliance with hygiene rules as well as a 1.5 metre distance between people, in order to minimise the risk of infection. If this is not possible, additional organisational and hygienic precautions should be taken to prevent contamination, in particular by wearing protective clothing and complying with the strict RIVM guidelines to stay at home as much as possible and to go outside only when strictly necessary. The starting point remains to keep situations where work is carried out within 1.5 metres to

a minimum, to adapt scripts to this situation as much as possible and to cluster shootings as much as possible in one day.

Finally, there are specific situations in which no distance at all can be maintained and where protective clothing (such as a face mask or gloves) cannot be worn either. This is the case, for example with intimate scenes with intensive physical contact between actors or participants in a programme. In these situations, exceptional (and sometimes more far-reaching) precautionary measures have to be taken, including preventive diagnostic testing for COVID-19.

On the following pages, the RIVM guidelines are translated into general measures that must be taken in the different risk situations that are **LOW**, **MEDIUM** and **HIGH RISK**. This is shown in the annex's indicative risk assessment table for the different stages of an audiovisual production per *department/discipline* and for the associated *employment positions*. This table can be used as a tool for implementing the protocol in the form of a daily routine that can be geared to the characteristics of a specific audiovisual production.

Guidelines and measures that have been modified from version 2.0 are marked with an orange line.

PRECAUTIONARY MEASURES – LOW RISK

General

The following measures that are based on the guidelines issued by the Dutch government and the RIVM must always be complied with by employees, visitors and other external parties and persons who are present at various work locations such as at the office, in the studio and when filming on location indoors or outdoors and for different productions:

1. Wash your hands at least 6 times a day
 - * for 20 seconds with water and soap, then dry your hands thoroughly with a paper towel that you immediately dispose of or else use a disinfectant hand gel that contains at least 70% alcohol.
 - * Always do the above: before going outdoors, when coming home or at your workplace, after blowing your nose, after travelling on public transport, and of course before eating and after you have been to the toilet.
2. Don't touch your face at all or else do so as little as possible.
3. Cough and sneeze into the inside of your elbow.
4. Blow your nose in a paper handkerchief that you then dispose of and wash your hands.
5. Keep 1.5 metres apart (2 armlengths) from others.
 - * This applies to everyone in the street, in shops and at the workplace but not at home and not in the street either when you are with people from your family or household.
- * Children and young people up to the age of 18 do not have to keep a distance of 1.5 meters.
6. Don't shake any hands.
7. If you have any cold symptoms, such as nasal catarrh, runny nose, sneezing, sore throat, slight cough or raised temperature up to 38 degrees Celsius: get tested and stay at home until the symptoms have disappeared. Only when you haven't had any symptoms for 24 hours can you go outside again. For housemates who have no symptoms, the rules apply that apply for everyone in the Netherlands (see points 1-6).
8. If you have cold symptoms and a fever (38 degrees Celsius or higher) and/or shortness of breath and you feel sicker: contact your family doctor or general practitioner's office/center and get tested. Stay at home. Don't do any shopping and don't receive any visitors. If you have housemates then they are not allowed out either; only those people who have no symptoms are allowed to go out to do a quick shop. For housemates working in crucial professions and vital processes, an exception can only be made after consultation with the employer, or company doctor and the Municipal Health Service (GGD). If no-one has had any symptoms for 24 hours then you can go out again.
9. Do not share phones or other devices/items with each other.
10. Clean phones/devices/items regularly; make sure that work sites are well-ventilated and air them regularly.
11. Decide on the maximum number of people permitted at the work site so that the 1.5 metre distance can be maintained at all times, including when entering the location. Leave room to move and walk around, and double up the distance per person in m² for those rooms/areas that



are furnished (with furnishings and/or equipment). Make sure there are enough separate dressing rooms.

12. Keep to the maximum number of persons stated by the RIVM for business activities and keep this number as small as possible at all times.
13. Stop groups forming unnecessarily by using a rotating system for breaks and/or by using multiple rooms/areas.
14. Make sure the work site is cleaned every day and, where necessary, in-between. Use the [general hygiene guidelines](#) of the LCHV (Dutch National Center for Hygiene and Safety).
15. Make sure that all persons at the work site are familiar with the instructions and precautionary measures and display them prominently.

Development, research, preproduction, postproduction

16. Where possible, deploy a 'work from home' policy for all work - such as script development, research and editorial work - that does not need to be performed at the office or work site.
17. Organise discussions and meetings so that they can be carried out/held as much as possible by phone, by videoconference or by using other digital means of communication.
18. Organise casting sessions, auditions or other preproduction work and postproduction work so that these activities can be carried out 'remotely' where possible.
19. For necessary site visits, consultation meetings, working on location or postproduction work, keep the number of participants to a minimum

and comply with the hygiene rules and the 1.5 metre distance (including by reorganising workplaces, laying out walking routes etc.).

20. For on-site viewings, comply with the NVBF protocol (Dutch Exhibitors Association) for the maximum utilisation of total capacity in terms of number of people present. Observe the 1.5 meter spacing in viewing rooms/cinemas, also for grading.

Production

21. Wear a face mask if persons from different households travel in the same car (and other private transport) to the place of work. Wear a face mask on public transport and avoid rush hour. In other transport such as taxis, passenger vans and coaches, reservation and health check in advance is mandatory, as is wearing a face mask.
22. Drivers of production vehicles clean their steering wheel and the surface around it after every drive. When production vehicles are used for passenger transport, reservation and health check in advance is mandatory, as is wearing a face mask.
23. Schedule and organise shooting days (and their preparation) so that workflows succeed each other as much as possible and do not overlap each other (i.e. one department completes its work before the next department arrives to start its work).
24. Work in set teams as much as possible.
25. For multi-day shootings, plan the work to work on consecutive days as far as possible.
26. Set a maximum number of employees per department/discipline who must or may be present for certain work. The basic principle here is that the number of people per discipline who are present in the

- workroom/area is always as few as possible and that the 1.5 metre distance is maintained.
27. Work out beforehand which employees are strictly necessary to carry out the work when filming/shooting. Use coloured armbands or other means to ensure you can identify which staff are from which department/discipline. In this way it can be made clear who has to be - and who is permitted to be - present at the work site. The changing over of groups of (or individual) employees must be performed systematically, must be announced and must use walking routes that comply with the 1.5 metre distance.
 28. Also lay out walking routes at spots where there is a risk of people 'accumulating/gathering' (such as the coffee corner, canteen/catering areas, toilets) in order to create as much one-way traffic as possible and to prevent the people flows from 'crossing'. Attach 1.5-metre markings to monitor and enforce the distance.
 29. Where necessary, employ people to manage the toilet facilities and catering rooms/areas.
 30. If catering facilities are provided: hand out drink and food in one-person packages by placing them on a pickup table so that the 1.5 metre distance can be kept to. Catering staff are to wear gloves and to exchange them for new ones after completing each action/activity (such as after handing out lunch/dinner or after breaks).
 31. When filming outdoors, make sure you have additional assistance for crowd control, in order to prevent gatherings. Make sure that the 1.5-metre distance is clearly marked out/off using tape etc.
 32. Avoid unnecessary visits to sets and do not have too many spectators.
 33. If third-party locations are used or hired, do not use these locations if the owners or permanent users of this location - or their family members - have cold symptoms and fever (38 degrees Celsius or above) and/or shortness of breath if they also use the rooms/areas daily or otherwise.
 34. When it comes to the size, weight and operation of equipment/devices, opt for 1-person use/operation whenever possible.
 35. Deploy additional equipment/devices to be able to keep to the 1.5 metre distance when filming (such as: monitors, poles etc.).
 36. Use personal devices, equipment and resources as much as possible. For example, do not share tools with other people.
 37. Before use, clean equipment, tools and other utensils, including those from suppliers, and repeat where necessary (e.g. after breaks and/or when surfaces may have been touched by others).
 38. Appoint a Health & Safety Officer who is responsible for and controls the monitoring of and compliance with the applicable protocol. To improve efficiency, if possible combine these duties with another position, such as that of the BHV/EHBO (company emergency response & first aid) officer and/or the sustainability manager.
 39. Provide all persons in advance with a form detailing the precautionary measures to be complied with and the cases where employees must stay at home. Before the work starts, the Health & Safety Officer will ask all persons to declare that they have read and understood the information. Permission to take body temperature may be requested or else this can be taken in a non-invasive manner without this data being recorded or passed on. Ask freelancers to sign a declaration that they have read this protocol and annex, that they agree to comply with them and that in high-risk situations they will provide relevant personal details to the production's insurer(s) upon request.

PRECAUTIONARY MEASURES – MEDIUM RISK

All the measures described under **PRECAUTIONARY MEASURES – LOW RISK** plus the following **additional measures** if it is not possible to keep a distance of 1.5 metres, provided that such situations are kept to a minimum. Scripts should be adapted to this as much as possible and shootings for these scenes should be clustered on one day as much as possible.

General

40. For permanent workplaces (such as mobile production units/broadcast vans and recording with an audience) where the 1.5 metre distance cannot be maintained: deploy additional safety features such as mobile partitions made of plexiglass or plastic.

Work in the field of clothing / styling / costume, make-up / hair, sound (channels), stunts, acting/figuring, performing, presenting and judging.

41. Actors, presenters, performers, extras, jury members and other participants have to take care as much as possible of their own clothing/styling/outfit and make-up/hair and the attachment of any audio transmitters.
42. If clothing/styling and make-up/hair is provided by a single employee or for live-instructions of stunts: where necessary wear protective clothing such as disposable gloves or face masks.
43. The same applies if an employee attaches audio transmitters to actors, presenters, jury members and other participants or guests.
44. All props used by an employee are personal (such as personal make-up) or else are only to be used a single time per actor, presenter,

participant, jury member, extra or guest and are then to be disinfected or replaced where necessary. A clearly-defined control system must be used here (e.g. use a logbook and/or coloured/date stickers).

45. If devices, equipment and materials need to be passed on (such as the camera and lenses for fiction shootings): wear gloves and clean the equipment and materials between times (e.g. for each set-up).
46. In addition to point 39, any person who cannot maintain a 1.5 metre distance in his/her work will be explicitly informed by the Health & Safety Officer - before they are allowed to assist or travel to the work site – that they must not have had any COVID-19 related symptoms in the past 24 hours. Permission to take a person's body temperature may be requested or else this can be taken in a non-invasive manner without this information being recorded or passed on.

NB: Only those persons who have none of the symptoms referred to above and who do not need to perform any intimate scenes, and only where it concerns a limited, controllable group with repeated contacts, can work without protective clothing at less than 1.5 metres' distance from their fellow-actors or fellow-participants – but may only do so for the duration of the rehearsals or shooting in question.

PRECAUTIONARY MEASURES – HIGH RISK

All the measures described above under **PRECAUTIONARY MEASURES - LOW RISK and MEDIUM RISK** plus the following **additional measures**, if:

- (i) the 1.5 metre distance between persons cannot be complied with,
- (ii) and these persons cannot apply the medium-risk precautionary measures - including the wearing of protective clothing,
- (iii) and intimate scenes with intensive physical contact need to be performed, such as kissing or fighting scenes.

- 47. Persons who come under the high-risk category have:
 - a) to comply with the strict RIVM guidelines during the shoot, and thus have to remain at home as much as possible and only go outdoors where necessary (in addition to point 46), and
 - b) to consent to pass on relevant health information (such as body temperature) to the production's insurer(s), along with other relevant information (such as any contacts with confirmed COVID-19 cases and/or any recent visits to regions/countries that have been more badly affected by COVID-19).
- 48. In addition, persons in the high risk category, such as actors who have to play intimate scenes with intensive physical contact, should undergo preventive diagnostic testing for COVID-19 by means of a PCR-test.

Colophon

NETHERLANDS COVID-19 PROTOCOL FOR THE AUDIOVISUAL SECTOR Version 3.0 – 1 July 2020

The Netherlands COVID-19 Protocol for the Audiovisual Sector and the accompanying risk assessment table have been adopted in consultation with and with input from professionals from DAFF (Dutch Academy For Film), the various industry and professional associations, public-service and commercial broadcasting organisations, businesses, funds and the Taskforce for the cultural and creative sector.

Both documents have been drawn up by a task force commissioned by NAPA (Netherlands Audiovisual Producers Alliance) and NCP (Association of Dutch Content Producers). The most recent version of the protocol is always available on the websites of both associations, as are the indicative risk assessment table and a list of FAQs (Frequently Asked Questions).

[Netherlands Audiovisual Producers Alliance \(NAPA\)](#)
[Association of Dutch Content Producers \(NCP\)](#)

Task force

Doreen Boonekamp (chair), Antoinette Beumer,
Boudewijn Beusmans, Roel Burgman,
Floor Onrust, Janneke Slöetjes
Legal support: Hugo Klaassen (Denkk Juristen)

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ANNEX: Table of indicative risk assessment per department/employment position