



COVID-19

GUIDELINES FOR FILMING IN PORTUGAL

PORTUGAL
FILM
COMMISSION

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Guidelines for filming in Portugal

These guidelines are intended for those who are planning to work or participate in filming in Portugal, during the current COVID-19 conditions.

Based on the recommendations of the Directorate-General for Health (DGS) for the prevention of COVID-19, the Portugal Film Commission shares in this document the basic guidelines that help filming in Portugal take place with the least possible risk.

This document highlights:

- I – General recommendations
- II – Safe filming recommendations

This document will be subject to changes, whenever there are new guidelines, issued by the Portuguese Government, that have an impact on the situations covered here.



I – GENERAL RECOMMENDATIONS

1. Information

Film crews must have access to information on the risks of contagion from COVID-19 and the basic hygiene rules published by DGS, as well as be made aware of the preventive behaviour they must adopt throughout the project.

The symptoms associated with COVID-19 are fever (equal to or higher than 38º), cough and difficulty breathing, total or partial loss of smell (anosmia), loss of taste (ageusia) or sudden distortion of the sense of taste (dysgeusia).

Other symptoms may occur, such as sore throat, runny nose, muscular pain, headaches and/or and tiredness, even though these are not considered symptomology of suspected COVID-19.

In case of suspicion or symptoms associated with COVID-19 disease outside working hours, one must inform the production company, immediately call SNS 24 (808 24 24 24) or check with a Community ADC¹ and remain quarantined at home, without going personally to the workplace.

2. Physical distance

Filming locations, both exterior and interior, must consider the need to ensure compliance with the rules of mandatory physical distance between team members.

It is also recommended to separate the technical teams, to avoid a concentration of large numbers of people in the same space.

3. Setting up individual hygiene rules

During the morning briefing to the film crews and all elements involved, producers shall disclose the following hygiene rules, in line with the DGS guidelines and opting on using digital supports

¹ Or to an ADC-SU if you are critically ill or in need of urgent care. ADCs are COVID-19 Dedicated Areas in Primary Health Care (ADC-COMMUNITY) and COVID-19 Dedicated Areas in SNS Emergency Services (ADC-SU) - <https://www.dgs.pt/directrizes-da-dgs/norms-and-circular-normatives/norm-n-0042020-de-23032020-pdf.aspx>

and avoiding the distribution of paper, as well as the following procedures:

a) Hand sanitisation:

- Wash hands with soap and water for at least 20 seconds and dry them thoroughly
- As an alternative to soap and water, whenever this is not available, use a hand sanitiser with at least 70% alcohol, covering all surfaces of the hands and rubbing them until dry

b) Respiratory etiquette:

- Avoid coughing or sneezing into your hands
- Cough or sneeze into the forearm or sleeve, flexing your forearm or using tissue paper
- Sanitise your hands upon any contact with respiratory secretions

c) Placing the face mask – which can be used along with a visor:

- Include hand hygiene before and after using the face mask and visor
- The face mask is always mandatory in closed spaces and in access, circulation or permanence in public spaces and roads, whenever the physical distance recommended by the authorities is impossible to ensure

4. Remote working

Working remotely is recommended whenever possible, for functions that allow for such, including castings or other tasks, so that personal contact is avoided. It is also recommended that face to face meetings are replaced with video conferences.

5. Symptoms awareness

Anyone showing COVID-19 symptoms such as fever, cough or difficulty breathing, must be immediately removed from the filming location, the contingency plan must be activated, and

quarantine procedures must be applied as planned. SNS24 must be contacted immediately.

6. Contingency plan

In each filming location, there must be a contingency plan, prepared accordingly to the recommendations of the DGS, and available for immediate action if there is a suspicion or a positive COVID-19 case detected.

This contingency plan should be disclosed, preferably by digital means, to everyone involved in production / filming.

This plan must be adapted to the specificities of the project (filming location, size of the team, facilities, etc.) and must be shared with the service providers that access the filming location, and include, whenever possible, existing protocols in the make-up and wardrobe teams.

This contingency plan must contain all the preventive measures and immediate action measures to be applied if symptoms are detected.

The concept and implementation of this plan is at the responsibility of the producing company.

II – RECOMMENDATIONS FOR SAFE FILMING

These are the minimum guidelines to be followed by the production at any filming location. The production team should ensure that every participant is aware of them and that they are obliged to comply with basic safety rules.

1. Physical distance in filming

The minimum physical distance that one should always try to ensure between people at the filming location is 2 (two) meters (approximately- 6,5 ft.).

When filming indoors, the maximum number of team members allowed on the premises must always be based on the available space and the need to ensure proper physical distance.

The number of people present simultaneously, whether from the crew, cast, other professionals needed for the scenes, etc., should be reduced to the minimum necessary for the operation to be carried out.

In the common areas that exist on site, the distancing rules must be followed, and the layout of the areas must comply with these same rules.

2. Isolation and security of the filming location

To avoid contact with people that are unfamiliar with the shooting, the location must be isolated, and access and security must be properly controlled.

Entrances and exits must be made to ensure that people do not come across each other. The entrance, exit and circulation areas must be well defined, preferably using different access points.

3. Organization of the filming location

Separation of specific groups should be ensured, considering key crew members, actors, and other professions that are difficult to replace.

In order to guarantee the fluency of work at the beginning of each day of filming, the crew call hours must be done in a phased manner, with the director and production crew defining the order of entry of the other teams at the filming locations, in a sequential manner whenever possible.

4. Protective measures

The minimum equipment and protection measures to be ensured at the filming location and followed through by all professionals involved, will be:

- a) Wearing a face mask (or mask / visor combination) - everyone present at the filming location must wear a face mask. The only exception is for the actors, only while they are filming.
- b) Contactless thermometers must be available at the filming and production location. Thermometers could be used on the team members whose presence is needed on the set and, whenever necessary, to any of the others present on the site, quickly and safely, without recording any of the obtained data.
- c) Disinfectant alcohol-based products must be made available, at all entry and exit points, as well as inside the filming locations, to allow frequent cleaning, as necessary.
- d) When filming takes place outdoors, it is recommended that the area be disinfected whenever possible, spraying it prior to the arrival of the team or by request to the competent entities for such purpose.
- e) Whenever there is filming in vehicles, production must ensure their disinfection, as well as those used for the transportation of cast and crew (considering the cleaning rules listed in the following number 5.).

5. Equipment / facilities suitable for hygiene practices

The production must designate one or more elements of the crew, or, if applicable, an external team, who will be responsible for ensuring that all physical conditions are met for hygiene practices necessary for disease prevention, as well as carrying

through all tasks regarding a hygienic and disinfection plan, namely the ones set out below.

Frequent cleaning, and in between each use cleaning must be ensured, regarding the equipment / spaces (such as door handles, surfaces, sanitary ware, non-individual work stations, and any equipment used by more than one person), as well as the correct management of residues (gloves, face masks, etc.) .

As for cleaning materials, and according to DGS guidelines, it must be ensured that:

- a. There must be different cleaning materials (for exclusive use) assigned accordingly to the risk level of the areas to be cleaned.
- b. Cleaning cloths should preferably be single-use and disposable (use and discard), differentiated by a colour code, for each of the areas, according to the risk level. Examples: benches, tables, chairs, armchairs for restaurants and offices, among others - blue; meal tables and food preparation areas - green; bathrooms: cleaning cloth, just to clean the sink - yellow; toilet cloth (outside) - red; the inner part of toilet does not need a cloth. It must be scrubbed with the toilet brush itself and with disinfectant based detergent.
- c. The floor mop and bucket are usually reusable, therefore cleaning and disinfection of this equipment at the end of each use must be ensured.
- d. Different mops and buckets must be used for the areas mentioned above. For example: the bucket and mops used in bathrooms should not be used in dining areas or in other public spaces.
- e. There must be proper receptacles to deposit gloves and disposable face masks, which must then be handled with gloves and placed in general garbage containers, in properly closed bags.
- f. Storing bags are to be made available for placing sterilisable and reusable face masks.

6. Catering

Catering must be provided in a place that allows for the proper physical distance to be observed and meals must be individually packed and distributed, to prevent contagion.

Meals should be carried out in small groups and with different schedules. Whenever this time difference is not possible, a takeaway regime should be adopted so that all the elements can receive their meal and step away from the area, complying with the mandatory physical distance.

By the catering areas, differentiated and properly closed garbage receptacles must be made available, and duly marked for meal disposal.

Whenever hiring a catering company, it will be their responsibility to monitor the health conditions of their staff, as well as to ensure all conditions are met for a safe delivery service.

All catering staff must wear gloves to avoid direct contact with food.

Disposable materials, cutlery, and equipment should be used whenever possible. If not, it is essential to ensure the disinfection of plates, glasses, and cutlery; other utensils used for food and drink preparation; equipment (coffee machine, fridge, microwave, water dispenser, etc.).

No food or drink will be distributed at the filming location. A designated area should be made available, where one member of the catering staff will provide the food and beverages for the team / cast.

The use of bottled water and a personal coffee cup is highly encouraged, safeguarding an environmentally conscious use.

7. Hair and make-up

Hair and make-up are allowed, but, whenever possible, the actors should be the ones to apply their own make-up.

Hairdressers and makeup artists must wear face masks while working near the actors.

Before and after the make-up and hair session, actors, makeup artists, and hairdressers are required to wash or disinfect their hands.

Products and applicators, including mascara and lipstick, cannot be reused. Disposable applicators should be used, whenever possible. Hairbrushes or other utensils should be sterilized between uses.

Actors / technicians' presence at the make-up room should be kept to a minimum.

At the end of the shoot, each actor must remove their own makeup to avoid contact.

Separate makeup artists / hairdressers should be considered, whenever possible, for the main cast and for the extras.

8. Costume

The Costume Department must ensure the cleaning and sanitising of their equipment, as well as the costumes, on a regular basis.

Costume laundry must be done either in specialized facilities or, if domestic washing machines are used, with washing programmes with water temperatures above 60°C.

The personal clothes of the cast must be handled and bagged by themselves.

In scenes that require doubles, separate costumes must be ensured, avoiding clothing exchange between the actors and their doubles.

All the material used - hangers, irons, sewing machines, clothes racks, among others - must be disinfected by the team using them or by the assigned cleaning team.

9. Art / Props

The Art / Props Department must disinfect all props handled before and after usage, and ensure that food / drinks, bottles, glasses, plates, and other utensils used for cast and extras are properly and previously disinfected.

10. Camera / Lighting / Grips

The Camera, Lighting, and Grips Departments should limit the use of their equipment to the same technicians and clean and sanitise it.

Priority will be given to the existence of independent monitors for the Director, Cinematographer and Camera Assistant, to comply with the needed distances between team members.

11. Sound

For location sound recording, the use of a boom pole should be privileged whenever possible. Microphones cannot be wrapped in materials that compromise the fidelity of the recorded sound, such as plastic or others alike. All accessories used must be disinfected whenever necessary.

Whenever lavalier microphones are used, it is recommended that individual and exclusive kits, properly identified, and packed individually, are assigned to each actor. These kits must be disinfected at the end of each working day or whenever necessary.

12. Scene restrictions

The following situations should be avoided:

- staging of scenes that involve a large group of people in the same space, making it impossible to ensure minimum physical distance.
- scenes that involve direct and personal physical contact between actors.

Whenever the scenes that cause direct physical and personal contact are imperative for the course of action, it is highly recommended that the actors involved prove their health conditions:

- a) demonstrating that a period of 14 days of isolation has been completed, immediately preceding the beginning of filming

OR, if not possible,

- b) with a negative SARS-CoV-2 test, carried out on a date as close as possible to the filming of the referred scenes, observing the isolation period after being tested (as the test only determines the subject's condition at the exact date it was carried out),

always aiming to guarantee the maximum safety for all those involved.

13. Final dispositions

For more information, please access the following website, which is regularly updated with the relevant guidelines:
<https://covid19.min-saude.pt/#>

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