



COVID-19 GUIDANCE

for film productions by the German Social Accident
Insurance Institution BG ETEM

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Energie Textil Elektro Medienerzeugnisse)

General information on the implementation of the SARS-CoV-2 Occupational Health and Safety Standard

As of February 2, 2023, the SARS-CoV-2 occupational health and safety regulation has been repealed. This guidance was prepared especially for pandemic corona periods with extremely high incidences and a high proportion of severe clinical courses including an imminent overload situation of the health care system.

As infections with COVID 19 and influenza continue to occur through contact in the workplace, it is still advisable to it is still advisable - in the case of a corresponding risk situation - to determine appropriate preventive measures together with the company doctor by means of the risk assessment, on one's own responsibility and oriented to the current risk situation. This guide was very effective in preventing infections during the pandemic. Currently, the included testing strategies, including quarantine requirements, are no longer opportune in all cases, but could quickly become an effective measure again for companies in the event of a new outbreak. A good orientation of the measures currently to be defined in a risk assessment is provided by the "Recommendations of the BMAS for the prevention of respiratory infections such as influenza, flu-like infections and COVID-19 at work", available on the BMAS website: www.bmas.de.

Particularly in the case of a very high incidence of infection or a sharp increase in severe courses, an overload of the health care system and staff absences due to illness, which may result, for example, from situation reports of the Robert Koch Institute (RKI) or from official notifications of the regional health authorities, this guideline for film productions can be taken into account in whole or in part when determining further measures.

Guidance for film productions

On the basis of the risk assessment, the necessary measures to protect against infection in the workplace are to be defined and implemented in a hygiene concept. For further guidance on suitable measures, this sector-specific guide can be used in particular.

1.1 Principles

- Reduce immediate contact with other people to a minimum. A minimum distance of 1.5 m must be maintained.
- Always observe the following hygiene measures:
 - Greeting without physical contact,
 - Coughing and sneezing into a disposable tissue or the crook of your arm, and turn away from other people whilst doing it
 - Wash your hands regularly and thoroughly.
- Plan sufficient time for the individual departments so that they can work one after another.
- In order to ensure that the minimum distance of 1.5 m can be maintained, the room size must be

chosen according to the number of persons required or the number of persons present in rooms be limited.

Note: For scenes in which movement-intensive or excessively speaking roles occur, the location should be chosen to be appropriately large or outdoors.

- Smaller working groups should be formed within the crew and for them to work together on a constant basis if the minimum distance of 1.5 m cannot be safely maintained. Avoid moving between the groups. Other alternative protective measures are necessary here, with the wearing of face coverings as a minimum. The formation of permanent working groups is preferable to an organisation with a high rate of staff turnover.

Note: In principle, technical protective measures have priority over organisational and personal protective measures.

- It is important to ensure that possibly infected persons and persons with known symptoms (cough, fever, sniffles, loss of sense of smell and taste) do not come to the set.
- In general, the presence of people on the set must be reduced to a minimum. The contact details of people and the times of arrival and departure must be documented.

Note: It is recommended that the „Corona Warn App“ is installed on smartphones.

- A supervisor must be appointed and accordingly trained by the employer to monitor the measures on the ground. The person should be given the authority to monitor and enforce the measures of the SARS-CoV-2 Occupational Health and Safety Standard.

1.2 Dealing with vaccinated and recovered persons

not applicable

2 Organisation

- Offer employees a telephone consultation with the company doctor.
- Only make essential on-site appointments.
- If possible, hold meetings by telephone, video conferencing or email.
- Ensure that sufficient mouth and nose protection is available to each employee.
- Make disinfectants (at least "limited virucidal") and skin care products available to all employees.
- Establish access restrictions for the different work areas. Visibly mark the work areas.

Note: It is recommended to provide at least one hand washing and/or disinfection facility as well as detergents and disinfectants in each area.

3 Ventilation

There must be a regular exchange of indoor air with fresh outside air in order to guarantee good air quality indoors. Used air, pollutants, biosubstances such as pathogens, among others, are transported away to the outside during ventilation.

The supply of outside air can enter by natural ventilation (opening of windows) or through ventilation systems.

The following points must be observed:

- A sufficient supply of fresh air must be ensured.
- In the case of natural ventilation, the windows should be opened regularly for 3 min in winter, 5 min in autumn and 10 min in summer (shock ventilation)
- Offices, meeting and seminar rooms should be ventilated at least every 20 minutes.

Note: The intervals between ventilation should be adapted to the number of people in the room and the size of the room

- The CO₂ concentration can be measured or calculated as a guide to checking the air quality indoors.

Note: A CO₂ traffic light or the DGUV's "CO₂-Timer" app can be used as a tool.

- Air recirculation units such as air conditioners (split air conditioners), fan heaters or ventilators should only be used in indoor spaces with single occupancy. One should ensure that there is an additional supply of fresh air from outside.

A technical ventilation (ventilation system) is required if indoor spaces, e.g. studios, cannot be adequately provided with a supply of fresh air by natural ventilation. The following must be observed if ventilation systems are available:

- If possible, the recirculation of air should be avoided or at least minimised in ventilation systems. If this is not possible, higher filter classes (e.g. F9 instead of F7) should be deployed in compliance with the technical possibilities. Preference is given to the use of high-efficiency particulate air HEPA filters (HEPA H13 or H14) where this is technically possible.

Note: The regular inspection of the proper functionality, prompt execution of repair and maintenance measures, and the regular replacement of the filters must be guaranteed.

- The use of air purifiers is only permissible as a supplementary measure for the ventilation with fresh air. Cf. "SARS-CoV-2 tips on the deployment of air purifiers" from the BGHM (in the currently valid version).

You can find further information (currently valid version):

- in the Federal Government's recommendation on "Ventilation to protect against infection"
- in the DGUV's AKTUELL publication „SARS-CoV-2: Recommendations on ventilation in indoor workplaces“

- in additional information on ventilation for the „Coronavirus guidance for ventilation measures“ and „Coronavirus guidance for companies“ by BGHM.

4 Instruction of employees

- Instruct all employees about:
 - the dangers posed by the coronavirus and the protective measures required to minimise them
 - the necessary hygiene measures (e.g. order number BG ETEM S040)

Note: The company doctor should assist with the instruction.

- General rules of conduct and protective measures

Note: Poster about general protective measures (e.g. order number P COR1) should be displayed.

Note: It is important to ensure that employees with poor knowledge of German also understand the instruction.

- Require employees to observe the protective measures as stipulated in the risk assessment.
- Document instructions accordingly.

5 Cleaning

- Provide a sufficient number of washing facilities with liquid soap and disposable paper towels. Instruct and display rules for hand hygiene (order number S040).

Note: Water should be provided in canisters or dispensers with disinfectants if running drinking water isn't available.

- Preparation of a cleaning concept for the entire premises in consultation with a specialist cleaning contractor. The cleaning should be undertaken by qualified personnel.
- Organise proper disposal of used masks, gloves and tissues.

6 Location

- Reduce direct contact with other persons to a minimum. The minimum distance of 1.5 m must be maintained.
- Alternative protective measures must be stipulated if the minimum distance of 1.5 m cannot be observed. A face covering must be worn as a minimum.
- When planning the location, allow for longer periods of prep and strike so that all the departments can work one after another.
- Undertake location tours in small groups.

Note: The stipulated details should be documented accordingly.

- Choose the film location (room dimensions) according to the number of people required so that the minimum distance of 1.5 m can be maintained.

Note: One should opt for outdoor locations wherever possible.

- Check before scouting/choosing a location whether possibly infected persons or persons with known symptoms (cough, fever, sniffles, loss of sense of smell and taste) can stay there.

7 External companies, extras, outside individuals

- Reduce immediate contact with other persons to a minimum. The minimum distance of 1.5 m must be maintained.
- Alternative protective measures must be stipulated if the minimum distance of 1.5 m cannot be observed. A face covering must be worn as a minimum.
- Goods, service providers and visitors must be met in the entrance area.
- Brief all self-employed and freelance individuals, such as riggers, lighting technicians, make-up artists, and oblige them to comply with the stipulated protective measures.
- Ensure that all employees of external companies and extras are provided with face coverings.
- Divide extras into small groups and keep these constant. Avoid changes within the extras wherever possible.

8 Catering

The "Supplement to the Risk Assessment as defined by the SARS-CoV2 Occupational Health and Safety Standard for the Hospitality Sector" from the BGN (in the latest version) should be applied for the catering.

The following points are particularly relevant:

- Reduce immediate contact with other persons to a minimum. The minimum distance of 1.5 m must be maintained.
- Alternative protective measures must be stipulated if the minimum distance of 1.5 m cannot be observed. A face covering must be worn as a minimum
- Arrange working and break times in such a way that as few people as possible are present in the break areas at the same time.

Note: The maximum number of people allowed in the break area should be stipulated in compliance with local requirements so that the minimum distance can be maintained. This can also be ensured by creating several break areas.

- Establish and demarcate walking routes. Ensure that walking routes are wide enough. If necessary, use the "one-way regulation". The directions of movement must be correspondingly far apart.

Note: Any narrowing of the available space (e.g. through objects being in the way) should be avoided.

- Apply social distancing markers, e.g. in the queue, to maintain the minimum distance.
- Arrange the tables and seating in the break areas in such a way that the minimum distance of 1.5 m is maintained in all directions.
- The personnel must wear disposable gloves and face coverings when serving food.
- Ensure that hands are washed or disinfected if coming into contact with used glasses, crockery and cutlery, e.g. when clearing tables.

9 Transport

- Reduce immediate contact with other persons to a minimum. The minimum distance of 1.5 m must be maintained.
- Depending on the size of the vehicle, the number of passengers must be limited so that the minimum distance is maintained. Alternative protective measures (e.g. partitions) must be stipulated if the minimum distance of 1.5 m cannot be observed. A face covering must be worn as a minimum.

Note: Shared use of the vehicles should only be made by members of a fixed team.

- Keep contact with other people on arrival and departure to a minimum.

Note: Wherever possible, maintain the minimum distance of 1.5 m in public transport vehicles as well. Journeys e.g. with the bicycle reduce the risk of an infection.

- Ventilate the vehicle regularly, including during the journey.
- Cleaning/disinfecting the contact surfaces, e.g. steering wheel, armrests, fittings used, safety belt, at regular intervals and after changes of personnel.
- Provide the vehicles with paper towels, garbage bags and cleaning or disinfection agents.

10 Sound

- Reduce immediate contact with other persons to a minimum. The minimum distance of 1.5 m must be maintained.
- Alternative protective measures must be stipulated if the minimum distance of 1.5 m cannot be observed. A face covering must be worn as a minimum
- Preference should be given to the use of boom mics.
- Thoroughly disinfect the sound equipment that people come into contact with (hand, lapel, boom microphones etc.) before and after use.
- Fit hand microphones above the popscreen with personal plastic covering. Replace/remove the plastic covers using face covering and gloves.
- Wiring should preferably be installed by the actors themselves under the supervision of qualified personnel. The minimum distance of 1.5 m must be maintained here.

- If the wiring has to be installed by a sound technician where the minimum distance of 1.5 m cannot be observed:
 - Both persons wear face covering
 - The sound technician wears disposable gloves or
 - Thoroughly clean and disinfect hands before beginning and after completing the procedure.

11 Wardrobe/costume

- Cast members change or dress without assistance from the staff of the wardrobe/costume department.
- Avoid contact by third parties with the cast members' own clothing and accessories. Define and demarcate storage areas.
- Store and mark the cast members' costume parts and items of clothing separately so that there aren't any mix-ups.
- Disinfect jewellery and accessories after use.
- If the support of a staff member from the wardrobe/costume department is required where the minimum distance of 1.5 m cannot be observed:
 - Both persons wear a face covering
 - The staff members of the wardrobe/costume department wear disposable gloves or
 - Thoroughly clean and disinfect hands before beginning and after completing their work.

12 In front of the camera

- Reduce immediate contact with other persons to a minimum. The minimum distance of 1.5 m must be maintained.
- At least a face covering must be worn as an alternative protective measure if the minimum distance cannot be observed.
- In principle, technical and organisational protective measures are to be stipulated so that the minimum distance does not have to be reduced.
- For example, by
 - adapting the script to avoid scenes with an increased risk of infection (e.g. intimate scenes such as hugging, greetings and scenes with a large number of people),
 - increased use of digital postproduction,
 - reducing distances by means of long focal lengths.

If the aforementioned protective measures cannot be adhered to, the shoot should in principle only be undertaken in compliance with the protective measures according to the protection level concept set out below.

12.1. Safety level concept

The measures described in the safety level concept is only to be applied under normal environmental conditions such as well ventilated and sufficiently large spaces. Special cases like staying in narrow and badly ventilated spaces, e.g. in vehicles, basements, must be considered and assessed on an individual basis. Safety level 3 should be applied here as a rule. In case of doubt, the measures of the next higher safety level must be observed.

Safety level 1

If the minimum distance of 1.5 m is not reached for a short time, lasting less than 10 minutes at a time.

Important: Protection level 1 is applicable for scenes without physical contact and only short, non-face-to-face speech scenes, preferably outdoors.

Protective measures

- Carry out rapid antigen POC tests (no self-testing!) at least 2 days before filming begins and on the day of filming itself. Proof must be provided.
- Daily entry checks with symptom questionnaire or personal interview (cough, fever, cold, disturbance of sense of smell or taste).
- In indoor areas (e.g. studios), ensure sufficient ventilation according to chapter 3 "Ventilation".

Important: The risk of infection increases not only with the number, but also with the duration of unprotected contacts with SARS-CoV-2 infected persons.

Safety level 2

If the minimum distance of 1.5 m is not reached or in case of other contacts with high aerosol concentrations lasting longer than 10 minutes.

Protective measures

- implementation of general hygiene measures
- daily entrance controls with symptom questionnaire or personal interview (cough, fever, sniffles, loss of sense of smell or taste)
- monitoring by testing according to the test concept under 12.4.
- in indoor areas (e.g. studios), ensure sufficient ventilation according to chapter 3 "Ventilation".

Allowed

- dialogue
- brief contact, e.g. on hands, shoulders, back. Wash or disinfect hands afterwards.

Not allowed

- physical contact, e.g. hugs, cuddles, kissing, fighting scenes like wrestling
- contact with the facial area of other people
- if possible, scenes of dialogue should not take place facing each other (face-to-face).
- if possible, move scenes of dialogue outdoors

Safety level 3

Reduction in the minimum distance with physical contact

Protective measures

- adherence to a "safety period with reduction in contacts", information can be found in chapter 12.3.
- monitoring by testing according to the test concept in 12.4.
- in indoor areas (e.g. studios), ensure sufficient ventilation according to chapter 3 "Ventilation".
- implementation of general hygiene measures
- daily entrance controls with symptom questionnaire or personal interview (cough, fever, sniffles, loss of sense of smell or taste)

12.2. Important in the case of increased incidence of infection

The regional infection incidence at the locations of the concerned persons has to be considered before shooting and taken into account for the safety level concept mentioned above.

12.3 Protection period with reduction in the number of contacts

Five days before the start of and during filming for scenes requiring protection level 3, contact reduction is required.

The following rules of conduct apply during the protection period:

- Avoid contact with other people or reduce it to a minimum.
- If contact is necessary, e.g. when shopping, visiting a doctor or using public transport, the minimum distance must be maintained or protection masks must be worn (in accordance with the SARS-CoV-2 Occupational Health and Safety Ordinance, Annex to § 2 paragraph 3 sentence 1).

Note: Regardless of the distance, we generally recommend wearing at least medical face masks (mouth-nose protection) or filter masks (according to SARS-CoV-2 Occupational Health and Safety Ordinance, Appendix to § 2 paragraph 3 sentence 1).

- Visits to events, parties, swimming pools or similar are not permitted.
- Outdoor activities and sports are permitted as long as the minimum distance can be maintained.
- It must be ensured that affected persons who additionally pursue another professional activity do not have any uncontrolled contacts.
- Care should be taken to ensure that all members of the household also do not have any uncontrolled contacts or, if necessary, that the members of the household undergo voluntary testing.
- Outside of filming hours, the conditions described for the protection period must also be observed at the filming location.

Note: If the persons concerned, e.g. actors or actresses, were also in a protection period during other filming directly before, these days can be included in the minimum of five protection period days if the other requirements of a protection period are met.

12.4 Monitoring by testing

In general: Optionally, a PCR test is to be carried out twice a week or an antigen POC rapid test (no self-test!) is to be carried out every working day.

Sampling and test methods

Both a nasopharyngeal swab ("nasal swab") and an oropharyngeal swab ("deep throat swab") should be taken in parallel and evaluated by using a PCR test. The swab may only be undertaken by qualified personnel (e.g. for non-medical personnel: medical training and confirmation of ability after practical examination).

Other procedures for sampling can be used insofar as the local health authority permits them.

Note: A second test using the PCR method must be carried out in the case of a positive rapid point-of-care (POC) antigen test result.

Frequency and timing of testing before shooting

For PCR testing:

- At least two tests should be carried out before the start of filming with scenes that require testing - the 1st test should be carried out 5 days before filming begins. The second test should be carried out as soon as possible before filming begins, but no more than 48 hours beforehand.

Note: The known PCR tests or tests that are based on the nucleic acid amplification technique (NAT) like the PCR test and are approved can be used. Please refer to the current information from the Federal Ministry of Health, "Questions and Answers on COVID-19 Tests" at

<https://www.bundesgesundheitsministerium.de/coronavirus/nationale-teststrategie/faq-covid-19-tests>

Further information can also be found on the website of the Paul Ehrlich Institute at

https://www.pei.de/DE/newsroom/dossier/coronavirus/coronavirus-inhalt.html?cms_pos=8

Samples from a test can be pooled for measurements (examination of several samples together). Pools of up to 30 samples (swabs from 30 individuals) are allowed.

For antigen testing:

- At least one antigen test on each of the previous four days before the first working day. Alternatively, as listed above, two PCR tests in the previous week (the second, however, no more than 48 hours before the first day of shooting)

Costs

- The organisation and financing of the testing is the responsibility of the respective production company.

Laboratories

- Only specialist laboratories with regular quality controls are approved as contract partners.

Note: The safety level concept represents a simplified pragmatic form of risk assessment. Within the framework of a detailed risk assessment, e.g. on the basis of a supplementary risk matrix with a detailed description of different infection routes and contact times, a higher permissible contact time may also result in justified cases (e.g. risk matrix of the Produzentenallianz or working paper of the WirSind1Team initiative). For persons living together in a household or a household-like community, protective measures according to the protection level concept are not required. This also applies to documentary filming in which persons who are not professional participants are selected in the context of interview situations and who do not observe the minimum distance between each other

13 Speech production/dubbing sector

- Reduce immediate contact with other persons to a minimum. The minimum distance of 1.5 m must be maintained.
- If the minimum distance of 1.5 m is not reached, protective measures for replacement must be specified. A medical face or filter mask should be used.

(in accordance with the SARS-CoV-2 Occupational Health and Safety Ordinance, Annex to § 2 paragraph 3 sentence 1) should be worn.

- Attention should already have been paid when choosing the facilities so that the minimum distance can be maintained between the people who are in the room at the same time.
- If the minimum distance of 1.5 m between workplaces cannot be maintained, a medical face mask (mouth-nose protection) or filter mask (according to SARS-CoV-2 Arbeitsschutzverordnung, annex to § 2 paragraph 3 sentence 1) should be worn or a or a partition should be fitted. The upper edge of the partition must be at least 1.5 m above the floor for a end at least 1.5 m above the floor.
- If the recording room cannot be ventilated during recording the recording room cannot be ventilated, the recordings must be regularly interrupted regularly to air the recording room. The instructions on "Ventilation" on page 2 must be observed.
- In small recording rooms with poor ventilation conditions, no second person should be present. If, for technical or organisational reasons, additional persons cannot be dispensed with in this room, they must wear a protection mask (in accordance with the SARS-CoV-2 Occupational Health and Safety Ordinance, Annex to § 2 paragraph 3 sentence 1).
- Personalise equipment wherever possible.
- Regularly clean or disinfect equipment such as touchpads, headphones, deskm etc. that is being used by several people.
- Wherever possible, do not have documents in paper form being shared by several people. As an alternative, for example, use screens or use touch screens. Regular cleaning must be ensured after the change of personnel.
- Pay special attention to hand hygiene before and after contact when using shared documents in paper form. Display call sheets, for example, at a central point.

Note: It should be noted that, even in the case of rented studios, the entrepreneur (hirer) is responsible for compliance with the required protective measures.

14 Exceptions for productions with exclusively vaccinated and/or recovered persons

Not applicable

15 Work equipment/props

- Personalise work equipment and props as much as possible.
- Clean work equipment and props that are frequently passed on before passing them on.
- For work equipment where there is contact or proximity to the face, e.g. camera or walkie-talkies, the contact surfaces must be disinfected. If possible, also use these tools for specific persons.
- In the case of walkie-talkies or similar, fit replaceable protective covers.
- Before using fog machines, it should be clarified as part of a supplement to the risk assessment that no increase in the risk of infection is to be expected while respecting the specific local conditions.

Note: When selecting suitable fog machines and assessing their use under special local conditions, the occupational physician should be consulted and the manufacturer's instructions taken into account. and the manufacturer's instructions must be taken into account.

16 Make-up and hairdressing

For activities close to the body and face, the federal state-specific regulations in the CoronaSchVO issued in each case must be observed.

- If the actors cannot wear a mouth-nose protection during activities close to the face, a mask must be worn by the make up crew (in accordance with the SARS-CoV-2 Occupational Health and Safety Ordinance, Annex to § 2 Paragraph 3 Sentence 1).
- Hands must be cleaned before and after each contact with customers. Hand disinfection is preferable to hand washing as it is more skin-friendly. The hand disinfectant must be at least "limited virucidal".

Note: A marked storage place for the actor's used mouth/nose protection is to be determined. The storage area must be included in the cleaning process after a change of personnel. Due to the special conditions on film sets, the following regulations deviating from the BGW standards are possible:

Room requirements

The room size for the mask area is to be selected in such a way, that the minimum distance of 1.5 m between the workstations between the workplaces can be maintained. The required movement areas and escape routes for the respective workplaces the respective workplaces must be taken into account.

The following must be observed if partition walls have been installed in the make-up trailers as a protective measure:

- The dimensions for escape routes and movement areas must not be restricted.
- The upper edge of the partition must be at least 2m above the ground for standing work stations
- The indoor ventilation must not be restricted.
- The cleaning of the partition must be included in the cleaning concept and implemented accordingly.

Note: The size of the space should have already been taken into account when choosing the appropriate make-up trailer.

17 Casting

The basic hygiene measures in this guide should also be applied accordingly during live casting. If the casting videos are shot in a private environment, such as e-casting, only casting scenes that do not require a cast member or other technical helpers during the recording should be selected - if possible. Exceptions only apply to people from the same household. The actors are to be informed in the invitation to the e-casting that submissions will only be accepted if compliance with hygiene regulations is confirmed and the testing strategy according to the safety level concept is observed. In general, the applicable country-specific contact restrictions must also be observed during e-casting.

Appendix 1 - Further information and media

- masks/mouth-nose protection
www.bgetem.de, Webcode: 20819581
- posters: Distance and hygiene notices
www.bgetem.de, Webcode: M20745405
- poster Hand hygiene - General hygiene measures
(Bestell-Nr. S040): www.bgetem.de, Webcode:
M19965922
- flyer - 10 tips for pandemic planning
www.dguv.de, Webcode: p010323
- poster "Shaking hands"
www.dguv.de, Webcode: p021429
- poster "Protective masks" - What is the difference?
www.dguv.de, Webcode: p021432
- flyer - Coronavirus SARS-CoV-2 - Suspected/illness cases
in the company
www.dguv.de, Webcode: p021434