

# COVID-19 Infection Control Checklist for Location Shoots Ver.1.0

[Name of FC: Japan Film Commission ]

Project Title :

Company Name and Address :

Name and Contact Information of Person Responsible on Location :

I agree to implement the below measures of COVID-19 infection control, during the location shoot of Project Title: \_\_\_\_\_. I understand and accept that support services for the location shoot may not be provided, in case I fail to meet the below requirements in its entirety.

## 1. Measures to be taken during Pre-Production

- I have read and understood the “COVID-19 Infection Control Guideline in Supporting Location Shoots.”
- I will designate an exclusive sanitary supervisor (or an appointed crew) to be on location, who will be in charge of necessary infection control measures, such as disinfection work.
- During production, production crew (refers to all cast and crew, involved in the production. The same shall apply hereinafter.) with symptoms such as high fever, cough or diarrhea, who has been in close-contact with someone who has been tested positive for coronavirus (for 14 days, from the last contact), who is living with or has been in close-contact with someone suspected of infection with the coronavirus, or who has returned to Japan from an overseas country within the past 14 days, will not be allowed to engage in the production.
- I have emergency contact information of all production crew. I have also checked and am keeping a record of the places that all production crew have visited, starting from two weeks prior to production.
- I have enough infection control tools, such as face masks, gloves and disinfectants needed during production, for all production crew.
- I have prepared a system to check and keep the production crew’s temperature on location, every day.
- I have clarified who will be responsible on location.
- I have checked and obtained measures to be taken and contact information of the filming locations, in the event someone develops symptoms of COVID-19.
- I have checked the COVID-19 infection control measures announced by public institutions such as the Ministry of Health, Labour and Welfare, as well as the health center.

## 2. Measures to be taken while on Location Shoots

- We will practice social distancing (approx. 2 meters (minimum 1 meter)) on location, as much as possible.
- We will optimize workflow and shooting methods, in order to minimize the number of production crew.
- The person responsible on location is in contact with the FC and has their emergency contact details.
- Wearing face masks and washing hands will be practiced thoroughly.
- We will thoroughly check the temperatures of all the production crew.
- We will check and keep a record of the places that all production crew have visited, during the production period.
- We will thoroughly disinfect the filming locations, according to the rules decided by the location owner/landlord.
- We will follow the number restrictions decided by each prefecture in holding mass events and/or gatherings at a location or a facility and restrict entry to the location or facility by non-related parties.

- We will take infection control measures when traveling by car for location shooting purposes, in ways such as practicing social distancing, by minimizing the number of people per vehicle. Moreover, we will keep the vehicle ventilated, while traveling.
- We have secured private rooms (one single room per person), in case accommodation is needed.
- All meals will be provided as individually packed meals, to avoid contamination of the food surface, instead of catering services.
- All workers handling meals will wash or sanitize their hands before every meal and wear face masks and gloves.
- All workers in charge of cleaning will wear face masks and gloves, and will make sure to wash their hands after.
- All garbage will be disposed by the production crew, according to the rules of the filming location, with supervision of the sanitary supervisor (or an appointed crew).
- When disposing garbage at a filming location, all garbage will be disposed according to the guideline for infection control measures in trash disposal.
- We will take thorough measures to ensure that passersby and observers practice social distancing, when filming on-location.
- Producers, as the responsible party for disinfecting the filming location, will discuss the details with the location owner/landlord in advance, and will make sure that the location is disinfected accordingly, after the shoot.
- We will communicate and heighten awareness amongst the production crew, of the importance of thorough practice of these measures such as coughing manners, face masks, hand washing and social distancing, for the prevention of infection.

### 3. If someone develops symptoms of COVID-19

- If someone amongst the production crew develops symptoms of COVID-19 during the shoot, the symptomatic person will be promptly isolated and if needed, sent home to be home quarantined. In addition, shared objects will be disinfected, and we will make sure to inform the FC and other local parties.
- Regarding those who are to be home quarantined, we will check their health conditions every day and will not allow them to engage in the production, until 48 hours after recovery.
- If someone is tested positive for coronavirus, we will promptly suspend the shoot and follow the instructions of the health center, etc.