

COVID-19 Infection Control Guideline in Supporting Location Shoots

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Japan Film Commission

1. Introduction

This guideline, based on the “Basic Policies for Novel Coronavirus Disease Control by the Government of Japan,” (settled on March 28th, 2020 and revised on May 25th, 2020 by the Novel Coronavirus Response Headquarters. Hereinafter referred to as “Basic Policies,”) and in response to the requests made in the Novel Coronavirus Expert Meeting’s “Analysis and Recommendations of the response to the Novel Coronavirus Disease Control (COVID-19)” (May 4th, 2020. Hereinafter referred to as “May 4th Recommendations”), provides basic infection control measures against coronavirus (COVID-19) to be taken by the people involved in location shoots in which regional film commissions who are members of Japan Film Commission (hereinafter referred to as “FCs”) offer support services.

This guideline uses, the May 4th Recommendation’s 4. (2) “Points of attention, regarding industry-specific risk management guidelines,” appendix “practice cases of ‘New Lifestyle’,” “Regarding maintenance and mitigation of the state of emergency (May 4th, 2020. Written announcement) (head of promotion office of novel coronavirus disease control, Cabinet Secretariat),” the Novel Coronavirus Expert Meeting’s “Analysis and Recommendations of the response to the Novel Coronavirus (COVID-19)” (May 14th, 2020), and “On prefectural measures, following the changes in areas needing state of emergency measures (May 14th, 2020. Written announcement) (head of promotion office of novel coronavirus disease control, Cabinet Secretariat),” as reference, in providing specific measures for infection control, per key areas of consideration. This guideline also reflects opinions and comments from Dr. Nobuhisa Ishiguro, Clinical Professor, Hokkaido University Hospital Division of Infection Control, from the perspective of infection control measures against coronavirus (COVID-19).

Together with the Producers (refers to the production company/producers developing and producing projects. The same shall apply hereinafter), FCs are required to sufficiently understand the aim and content of the Basic Policies, refer

to this guideline's "Basic Approaches to Infection Control" and "Specific Measures for Producers" in taking measures of infection control against COVID-19, and to make continuous efforts to meet the needs of the society, as part of its infrastructure.

The content of this guideline will be suitably revised, according to revisions made on the Basic Policies, as well as the number of COVID-19 cases and new research findings and opinions from experts, as needed. Moreover, due to the differences in the policies regarding shoots implemented by each local government, FCs are to ask the Producers that they shoot according to the conditions set by the FC, local government and/or owner or landlord of the location (hereinafter referred to as "FC and other local parties") and that due consideration is given for the local residents.

2. Basic Approaches to Infection Control

In order for the Producers to prepare and carry out the shoot in an environment with appropriate infection control measures, FCs are to check that the Producers are taking all possible measures to prevent the spread of the novel coronavirus infection, utilizing, the attached "COVID-19 Infection Control Checklist for Location Shoots Ver.1.0 (hereinafter referred to as the "checklist")," before providing supporting services for their location shoots.

Places/situation that meet any of the three conditions (known as the "Three Cs"), (1) Closed spaces (spaces that are closed, with poor ventilation), (2) Crowded places (places that are crowded with many people close to each other), (3) Close-contact settings (situations where conversation or vocalization is carried out within a distance where their arms, when stretched out, are within reaching distance), are said to increase risks of infection. This guideline includes measures of avoiding such settings, as it aims to make thorough efforts to prevent an individual from getting infected as well as to prevent the individual from infecting others in the event the individual is infected.

3. Specific Measures for Producers, in requesting support for location shoots
When Producers are to go on production, they should follow the infection control guideline decided by Motion Picture Producers Association of Japan. In addition, below are asked of the Producers.

(1) Relationships with FCs and Other Local Parties

- In the event Producers are to request for support in a location shoot, they should report to the FC and other local parties in advance that they are taking required measures of infection control by submitting the attached checklist. Producers are to understand that support services may not be provided if the checklist is not submitted.
- Producers should check and keep a record of the places that each person involved in the location shoot (including all cast and crew involved in the production. Hereinafter referred to as “Production Crew”) has visited, from two weeks prior to and during production, in case someone develops symptoms or is tested positive for coronavirus.
- Producers are to clarify the responsible party on location. The responsible party is to share information, correspond and collaborate with the FC and other local parties.
- In the event support services are to be provided, Producers should respect the FC and other local parties’ opinions and discuss the production plans with them in advance.
- Producers are to inform the FC and other local parties if a member of the Production Crew develops symptoms or is tested positive for coronavirus within 14 days after the shoot.

(2) Measures for Infection Control

- Anyone, with symptoms such as a 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 who is suspected of infection, or who has returned to Japan from an overseas country within the past 14 days (hereinafter referred to as “symptomatic personnel”), should not be allowed to engage in the shoot as production crew.
- A sanitary supervisor (or an appointed crew to be in charge) is to be designated, to supervise a thorough implementation of the infection control

measures by the Production Crew and the disinfection of used locations, such as facilities.

(3) Indoor Location Shoots

- When shooting indoors, such as inside a facility, Producers are to minimize the number of people on location and take the size of the space into consideration to avoid settings mentioned earlier as “Three Cs.” The maximum number of Production Crew allowed at once, in principle, should be within the number restrictions for large-scale events and gatherings, decided by each prefecture.
- Producers should check the details with the location owner/landlord in advance, and take the responsibility of disinfecting the locations, after the shoot.

(4) Outdoor Location Shoots

- During travel of Production Crew for location shooting purposes, the “Three Cs” should be avoided by keeping a social distance (approx. 2 meters (1 meter minimum)) and Producers must take infection control measures such as hand washing, hand disinfection and wearing face masks.
- When shooting outdoors, Producers 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.
- When traveling by car, the interior of the vehicle must be properly disinfected. In addition, Production Crew are to wear face masks while on the vehicle and practice social distancing, in ways such as minimizing the number of people per vehicle, and make sure the vehicle is ventilated while traveling.

(5) Measures to be taken in Resting Areas and Waiting Rooms

Producers are to make efforts to ventilate all resting areas and waiting rooms regularly and make efforts to take following measures from the perspective of controlling contacts among the Production Crew

- To limit the number of persons using the resting areas and waiting rooms at one time and/or to schedule the use of resting areas and waiting rooms

to avoid close contacts

- To place disinfectants in the resting areas and waiting rooms
- To have all persons wear face masks while using the resting areas and waiting rooms
- To secure sufficient distance among those who use the resting areas and waiting rooms while eating and drinking, as well as consider installing partitions, such as transparent vinyl curtains, if necessary
- To notify that drinking water is to be brought by each individual
- To use disposable paper plates and cups in the resting areas and waiting rooms
- To ask those who use the resting areas and waiting rooms to take home all meal garbage

(6) Background Extra Casting Support

- In principle, casting calls through FC and other local parties will not be made.

(7) Measures to be taken should anyone develop symptoms of COVID-19

- Should someone develop symptoms of COVID-19 during the production, they should promptly be isolated and avoid human contact as much as possible. Moreover, they should be sent home and encouraged to visit a medical institution and/or a health center for advice and consultation, as needed. In addition, all shared objects, such as tools, should be disinfected and the Producer is to promptly inform the FC and other local parties.
- If someone is to be home quarantined, check their health conditions every day and do not allow them to engage in the production, until 48 hours after recovery. Moreover, do not allow them to engage in the production until 48 hours after recovery from the symptoms, even if they consult a medical institution and are tested negative for coronavirus, with a PCR test.

(8) In relation to Health Center

- If someone is suspected of being infected with coronavirus, Producers shall cooperate with public institutions, such as the health center, with their interview surveys and provide necessary information.

4. Specific Measures for FC and other local parties, in supporting location shoots

(1) Verifying the Checklist

- When contacted with a request for support services for a location shoot, FC and other local parties are to request the Producers to submit the checklist and verify the document, before reaching out to the location owner/landlord for support.
- When providing support for location shoots, FC and other local parties are to request the Producers to check and keep a record of the places their production crew have visited, from two weeks prior to and during production.
- FC and other local parties shall check to see if the measures of infection control on the checklist are being carried out by the Producers and Production Crew, and work in collaboration with the Producers in sharing and updating information.

(2) Measures of Infection Control for FC and other local parties

FC and other local parties who take part in supporting location shoots are to take following measures.

- To wear face masks and wash hands thoroughly
- To wash their clothes frequently
- Not allow symptomatic personnel to engage in the location shoot support
- To measure their temperature every day. If they develop symptoms such as a fever, they are to stay home and are encouraged to visit a medical institution and/or a health center for advice and consultation, as needed.
- To make certain that FC personnel's emergency contact information and work shifts are known to those involved in the location shoot

(3) Announcement & Promotion

The following announcement and promotion should be made to FCs and other local parties, for the prevention of infection.

- Symptomatic personnel should not engage in the location shoot
- Proper coughing manners, use of face masks and hand washing are to be practiced thoroughly
- Keeping a social distance between individuals (approx. 2meters (1 meter minimum)) should be practiced thoroughly

(4) In relation to Health Center

- FC and other local parties are to prepare a communication plan with the competent health center and authorities for prompt cooperation, in case someone is tested positive or is suspected of being infected with coronavirus
- FC and other local parties are to check with the local health center regarding the infection control measures, in advance.
- FC and other local parties should verify the contact details and measures of the health center in advance, should someone is tested positive or develops symptoms of COVID-19 during the production, and share this information with the Producers.
- If the contact person of the FC or other local parties is suspected of being infected with coronavirus, FC and other local parties are to cooperate with public institutions such as health centers, on their interview surveys, and provide necessary information.

(5) If someone develops symptoms of COVID-19

- If someone in the FC and other local parties develops symptoms of COVID-19, they should promptly be isolated and avoid human contact as much as possible. Moreover, they should be sent home and encouraged to visit medical institutions and/or a health center for advice and consultation, as needed.
- Any person in the FC and other local parties assisting the symptomatic personnel should make sure to wear masks and gloves.
- FC and other local parties are to inform the health center promptly and follow their instructions.
- If someone in the FC and other local parties is to be home quarantined, their health conditions should be checked every day and they should not be allowed to engage in the production, until 48 hours after recovery. Moreover, they should not be allowed to engage in the production until 48 hours after recovery from the symptoms, even if they have consulted a medical institution and are tested negative for coronavirus, with a PCR test.

5. For Producers and Production Crew from Overseas Countries

Producers and Production Crew from overseas countries are to follow this guideline as well.