

## ANNEX TO THE NETHERLANDS COVID-19 PROTOCOL FOR THE AUDIOVISUAL SECTOR: INDICATIVE RISK ASSESSMENT TABLE

Version 3.0 - 1 July 2020

(\* RIVM = Dutch National Institute for Public Health & Environment)

On the basis of the COVID-19 Protocol for the Audiovisual Sector, the precautionary measures per department are explained that deserve extra attention.

For all employment positions in the categories MEDIUM or HIGH RISK, extra attention also needs to be paid to the points 46, 47 and 48 in the COVID-19 Protocol for the Audiovisual Sector.

Since each production is unique, both the risks and the precautionary measures to be taken per production need to be considered carefully.

For each production, the relevant positions (i.e. employment positions) must be classified as being either LOW, MEDIUM or HIGH RISK, depending on the stage/phase the production is in.

NB: As a news provider of vital importance, the NOS broadcasting organisation works - as agreed with the RIVM\* - in accordance with the protocol used by care professionals.

NB: When it comes to recording music, performing artists and (music and other) companies must comply with the protocols for the performing arts and orchestras.

NB: For cleaning: use the general hygiene guidelines of the LCHV (Dutch National Center for Hygiene and Safety).

Stage/phase - Department/position	LOW	MEDIUM	HIGH	Nr	PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT
<b>Development - Script</b>				<b>Development - Script</b>	
Scriptwriter	X			16	Where possible, deploy a 'work from home' policy for all work that does not have to be performed at the office or work site, such as script development, research and editorial work.
Dramatist/coach	X			17	Organise discussions and meetings so that where possible they can be carried out/held by phone, via video conference or using other digital means of communication.
Director	X			18	Organise casting sessions, auditions or other preproduction work and postproduction work so that these activities can be carried out 'remotely' where possible.
Research	X			19	For necessary location visits, meetings for consultations or working on location and postproduction work, the number of participants is to be kept to a minimum and the hygiene rules and the 1.5 metre reciprocal distance rule will be complied with (including by reorganising the workplaces, walking routes etc.).
Storyboard artist	X			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.
<b>Development - Non-scripted</b>				<b>Development - Non-scripted</b>	
Programme Development	X			16	Where possible, deploy a 'work from home' policy for all work that does not have to be performed at the office or work site, such as script development, research and editorial work.
Editing	X			17	Organise discussions and meetings so that where possible they can be carried out/held by phone, via videoconference or by using other digital means of communication.
Research	X			19	For necessary location visits, meetings for consultations or working on location and postproduction work, the number of participants is to be kept to a minimum and the hygiene rules and the 1.5 metre reciprocal distance rule will be complied with (including by reorganising the workplaces, walking routes etc.).
				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.

Stage/phase - Department/position	LOW	MEDIUM	HIGH
<b>Preproduction/Production - Animation</b>			
Story artist	X		
Set/prop design	X		
Animators	X		
Compositor	X		
Modellers	X		
Puppet builders	X		

## Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

### Preproduction/Production - Animation

- 16 Where possible, deploy a 'work from home' policy for all work that does not have to be performed at the office or work site such as script development, research and editorial work.
- 17 Organise discussions and meetings so that where possible they can be carried out/held by phone, via 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 location visits, meetings for consultations or working on location and postproduction work, the number of participants is to be kept to a minimum and the hygiene rules and the 1.5 metre reciprocal distance rule will be complied with (including by reorganising the workplaces, 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.
- 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.
- 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).
- 40 For permanent workplaces (such as mobile production units/broadcast vans) where the 1.5 metre distance cannot be maintained: deploy additional safety features such as mobile partitions made of plexiglass or plastic.

Stage/phase - Department/position	LOW	MEDIUM	HIGH
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#### Preproduction/Production - Camera

Director of Photography	X		
Focus Puller (1st AC)	X		
Camera assist (2nd AC)	X		
Data handler (D.I.T.)	X		
Steadicam operator	X		
Drone operator	X		
Camera car operator	X		

#### Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

#### Preproduction/Production - Camera

- 17 Organise discussions and meetings so that where possible they can be carried out/held 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 location visits, meetings for consultations or working on location and postproduction work, the number of participants is to be kept to a minimum and the hygiene rules and the 1.5 metre reciprocal distance rule will be complied with (including by reorganising the workplaces, walking routes etc.).
- 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.
- 24 Work in set teams as much 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.
- 34 When it comes to the size, weight and operation of equipment/devices, whenever possible opt for 1-person use/operation.
- 35 Deploy additional equipment/devices to be able to keep to the 1.5 metre distance when filming.
- 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).
- 40 For permanent workplaces (such as mobile production units/broadcast vans) where the 1.5 metre distance cannot be maintained: deploy additional safety features such as mobile partitions made of plexiglass or plastic.
- 45 If devices, equipment and materials have 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).

Stage/phase - Department/position	LOW	MEDIUM	HIGH
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#### Preproduction/Production Cast

Actor/Actress		X	(X)
Casting director	X		
Agent	X		
Extra		X	(X)
Musicians	X		
Animal handler	X		

#### Production - Catering

Chef	X		
Assistant	X		

#### Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

#### Preproduction/Production Cast

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- 17 Organise discussions and meetings so that where possible they can be carried out/held by phone, via 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 location visits, meetings for consultations or working on location and postproduction work, the number of participants is to be kept to a minimum and the hygiene rules and the 1.5 metre reciprocal distance rule will be complied with (including by reorganising the workplaces, walking routes etc.).
- 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.
- 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).
- 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.

#### Production - Catering

- 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.
- 24 Work in set teams as much as possible.
- 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 always be kept to. Catering staff are to wear gloves.
- 35 Deploy additional equipment/devices to be able to keep to the 1.5 metre distance when recording.
- 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).
- 40 For permanent workplaces (such as mobile production units/broadcast vans) where the 1.5 metre distance cannot be maintained: deploy additional safety features such as mobile partitions made of plexiglass or plastic.

Stage/phase - Department/position	LOW	MEDIUM	HIGH
Preproduction/Production - Publicity			
Publicity coordinator	X		
Stills photographer	X		

#### Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

- 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 where possible they can be carried out/held by phone, via 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.
- 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.

Stage/phase - Department/position	LOW	MEDIUM	HIGH
<b>Preproduction/Production - sound (on set)</b>			
Sound technician / Production Sound Mixer (PSM)	X	(X)	
1st Assistant / boom operator (1stAS)	X	(X)	
2nd Assistant / boom operator (2ndAS)	X	(X)	

Nr	PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT
<b>Preproduction/Production - sound (on set)</b>	
19	For necessary location visits, meetings for consultations or working on location and postproduction work, the number of participants is to be kept to a minimum and the hygiene rules and the 1.5 metre reciprocal distance rule will be complied with (including by reorganising the workplaces, walking routes etc.).
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.
24	Work in set teams as much 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.
34	When it comes to the size, weight and operation of equipment/devices, whenever possible opt for 1-person use/operation.
35	Deploy additional equipment/devices to be able to keep to the 1.5 metre distance when recording.
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).
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-instruction of stunts: where necessary wear protective clothing such as disposable gloves or face masks.
43	The same applies if an employee is attaching 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 by each 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 have 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).

Stage/phase - Department/position	LOW	MEDIUM	HIGH
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#### Production - Grip

Grip	X		
Assistant	X		

#### Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

#### Production - Grip

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Stage/phase - Department/position	LOW	MEDIUM	HIGH
<b>Preproduction/Postproduction: Costumes/outfits</b>			
Costume designer		X	
On-set clothing		X	
Seamstress	X		

## Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

### Preproduction/Postproduction: Costumes/outfits

- 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.
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- 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-instruction of stunts: where necessary wear protective clothing such as disposable gloves or face masks.
- 44 All props used by an employee are personal (such as personal make-up) or else are only to be used a single time by each 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).
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Stage/phase - Department/position	LOW	MEDIUM	HIGH
Preproduction/Production on location			
On-location scout	X		
On-location manager	X		
Assistant	X		
Traffic organiser	X		
Security guard	X		

## Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

### Preproduction/Production on location

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- 24 Work in set teams as much 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 at all times. 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
- 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 always be kept to. Catering staff are to wear gloves.
- 31 When filming outdoors, make sure you have additional assistance present 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 having 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.

Stage/phase - Department/position	LOW	MEDIUM	HIGH
Preproduction/Production on location (continued)			

#### Production - Lighting

Gaffer	X		
Best boy	X		
Lighting technician	X		

#### Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

##### Preproduction/Production on location (continued)

- 34 When it comes to the size, weight and operation of equipment/devices, whenever possible opt for 1-person use/operation.
- 35 Deploy additional equipment/devices to be able to keep to the 1.5 metre distance when recording.
- 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).
- 45 If devices, equipment and materials have 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).

##### Production - Lighting

- 19 For necessary location visits, meetings for consultations or working on location and postproduction work, the number of participants is to be kept to a minimum and the hygiene rules and the 1.5 metre reciprocal distance rule will be complied with.
- 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.
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Stage/phase - Department/position	LOW	MEDIUM	HIGH
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#### Production - Make-up

Key make-up		X	
Hair		X	
Special make-up		X	
Make-up assistant		X	

Nr	PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT
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#### Production - Make-up

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.
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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-instruction of stunts: where necessary wear protective clothing such as disposable gloves or face masks.
44	All props used by an employee are personal (such as personal make-up) or else are only to be used a single time by each 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 have 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).

Stage/phase - Department/position	LOW	MEDIUM	HIGH
<b>Preproduction/Production - Directing</b>			
Director (1st AD)	X		
2nd AD	X		
3rd AD	X		
Child supervisor		X	
Extras supervisor	X		

## Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

### Preproduction/Production - Directing

- 16 Where possible, deploy a 'work from home' policy for all work that does not have to be performed at the office or work site such as script development, research and editorial work.
- 17 Organise discussions and meetings so that where possible they can be carried out/held by phone, via 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 location visits, meetings for consultations or working on location and postproduction work, the number of participants is to be kept to a minimum and the hygiene rules and the 1.5 metre reciprocal distance rule will be complied with.
- 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.
- 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 at all times. 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.
- 32 Avoid unnecessary visits to sets and having too many spectators.

Stage/phase - Department/position	LOW	MEDIUM	HIGH
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#### Preproduction/Production - Directing (continued)

Stage/phase - Department/position	LOW	MEDIUM	HIGH

#### Preproduction/Production - Production

Stage/phase - Department/position	LOW	MEDIUM	HIGH
Producer	X		
Executive producer	X		
Production secretary	X		
Legal professional	X		
Executive producer	X		
Production manager	X		
Assistant production manager	X		
Transport coordinator	X		

#### Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

#### Preproduction/Production - Directing (continued)

- 35 Deploy additional equipment/devices to be able to keep to the 1.5 metre distance when recording.
- 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.

#### Preproduction/Production - Production

- 16 Where possible, deploy a 'work from home' policy for all work that does not have to be performed at the office or work site such as script development, research and editorial work.
- 17 Organise discussions and meetings so that where possible they can be carried out/held by phone, via 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 location visits, meetings for consultations or working on location and postproduction work, the number of participants is to be kept to a minimum and the hygiene rules and the 1.5 metre reciprocal distance rule will be complied with.
- 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.
- 25 For multi-day recordings, 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.

Stage/phase - Department/position	LOW	MEDIUM	HIGH
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**Preproduction/Production - Production (continued)**

Housing coordinator	X		
Budget controller	X		
Accountant	X		
Assistant	X		
Runner/ PA	X		
Health & Safety Officer	X		
Researcher	X		

**Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT**

**Preproduction/Production - Production (continued)**

- 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 at all times. 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.
- 32 Avoid unnecessary visits to sets and having too many spectators.
- 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 (see the protocol).

Stage/phase - Department/position	LOW	MEDIUM	HIGH
<b>Preproduction/Production - Production design</b>			
Production designer	X		
Set dresser	X		
Stage designer / painter	X		
Property manager	X		
Assistant	X		
Prop runner	X		
Picture vehicle coordinator	X		

## Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

### Preproduction/Production - Production design

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- 17 Organise discussions and meetings so that where possible they can be carried out/held by phone, via 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 location visits, meetings for consultations or working on location and postproduction work, the number of participants is to be kept to a minimum and the hygiene rules and the 1.5 metre reciprocal distance rule will be complied with.
- 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).
- 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.
- 24 Work in set teams as much 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.
- 34 When it comes to the size, weight and operation of equipment/devices, whenever possible opt for 1-person use/operation.
- 35 Deploy additional equipment/devices to be able to keep to the 1.5 metre distance when recording.
- 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).
- 45 If devices, equipment and materials have 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).

Stage/phase - Department/position	LOW	MEDIUM	HIGH
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#### Preproduction/Production - Editing

Editor	LOW	MEDIUM	HIGH
	X		

#### Preproduction/Production - Coverage/ENG

Coverage/ ENG	LOW	MEDIUM	HIGH
	X		

#### Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

##### Preproduction/Production - Editing

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##### Preproduction/Production - Coverage/ENG (Electronic News Gathering)

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Stage/phase - Department/position	LOW	MEDIUM	HIGH
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#### Production - Production (studio)

Autocue operator	X		
Hostess	X		
Warm-up act	X		
Cable assistant camera	X		
Sound assistant	X		
Audience supervisor	X		
Security	X		

Nr	PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT
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#### Production - Production (studio)

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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).
40	For permanent workplaces (such as mobile production units/broadcast vans) where the 1.5 metre distance cannot be maintained: deploy additional safety features such as mobile partitions made of plexiglass or plastic.
45	If devices, equipment and materials have 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).

Stage/phase - Department/position	LOW	MEDIUM	HIGH
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**Production (studio)**

Participants/candidates		X	
Presenters		X	
Acts/artists		X	
Jury members	X		
Audience	X		

**Production - Direction**

Director	X		
Dialect coach	X		
Choreographer	X		
Director's assistant	X		
Script continuity	X		

**Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT**
**Production (studio)**

- |    |   |
|----|---|
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| 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).   |
| 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.   |

**Production - Direction**

- |    |   |
|----|---|
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Stage/phase - Department/position	LOW	MEDIUM	HIGH
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#### Production - Stunts

Stunt coordinator		X	
Stunt double		X	(X)
Stunt player		X	

#### Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

#### Production - Stunts

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- 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).
- 42 If clothing/styling and make-up/hair is provided by a single employee or for live-instruction of stunts: where necessary wear protective clothing such as disposable gloves or face masks.
- 44 All props used by an employee are personal (such as personal make-up) or else are only to be used a single time by each 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 have 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).

Stage/phase - Department/position	LOW	MEDIUM	HIGH
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#### Production - Special effects

Supervisor		X	
Assistant	X		
Armourer/Weapon handler		X	

#### Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

#### Production - Special effects

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Stage/phase - Department/position	LOW	MEDIUM	HIGH
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#### Production - On set VFX

On set VFX supervisor		X	
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#### Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

#### Production - On set VFX

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Stage/phase - Department/position	LOW	MEDIUM	HIGH
<b>Postproduction</b>			
<b>Grading</b>			
Colour grader	X		
D.o.P.	X		
Director	X		
<b>Sound mixing</b>			
Sound - final processor	X		
<b>Editing</b>			
Editor	X		
Assistant	X		
Director	X		
Postproduction supervisor	X		
<b>Sound design</b>			
Sound designer	X		
Foley artist	X		
Director	X		

## Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT

### Postproduction

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- 19 For necessary location visits, meetings for consultations or working on location and postproduction work, the number of participants is to be kept to a minimum and the hygiene rules and the 1.5 metre reciprocal distance rule will be complied with (including by reorganising the workplaces, 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.
- 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.
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- 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).
- 40 For permanent workplaces (such as mobile production units/broadcast vans) where the 1.5 metre distance cannot be maintained: deploy additional safety features such as mobile partitions made of plexiglass or plastic.

Stage/phase - Department/position	LOW	MEDIUM	HIGH
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**Postproduction (continued)**

**VFX & motion graphics**

VFX Supervisor

X

VFX Producer

X

VFX Artist

X

Motion Graphics Artist

X

I/O department & system  
admins

X

Animator

X

**Music**

Composer

X

Musicians

X

**Nr PRECAUTIONARY MEASURES THAT DESERVE EXTRA ATTENTION PER STAGE/PHASE AND DEPARTMENT**

**Postproduction (continued)**