



ABSTRACT

Disaster Management – Corona Virus Disease (COVID-19) – Standard Operating Procedure (SOP) on Preventive measures for **Media Production** – Orders - Issued.

REVENUE AND DISASTER MANAGEMENT (DM IV (1) Department

GO.Ms.No.448

Dated: 31.08.2020

சார்வரி, ஆவணி 15,
திருவள்ளூர் ஆண்டு 2051

Read :

1. G.O.Ms.No.152, Health and Family Welfare (P1) Department, dated 23.03.2020
2. Ministry of Home Affairs, Government of India Order No. 40-3/2020-DM-1(A), dated 25.03.2020.
3. G.O.(Ms)No.172, Revenue and Disaster Management (D.M.II) Department, dated 25.03.2020 and addendums issued thereon.
4. G.O.(Ms)No.217 Revenue Disaster Management (DM II), Department, dated:03.5.2020 and amendment issued thereon.
5. Hon'ble Chief Minister's Press Release, dated 08.05.2020
6. GO.Ms.No.229, Revenue and Disaster Management (DM II), Department, Dated : 09.05.2020.
7. GO.Ms.No.396, Revenue and Disaster Management (DM II), Department, Dated : 31.07.2020.
8. GOI, Mo I & B Department, Guidelines dated 21.08.2020.
9. From the Principal Secretary/Commissioner of Revenue Administration, Letter No.OC-I/2088/2020, dated 24.8.2020.
10. GO.Ms.No.447, Revenue and Disaster Management (DM-IV(1)Department, dated.31.08.2020

ORDER:

The Principal Secretary/Commissioner of Revenue Administration has informed that the Government in the references 1st to 4th and 10th cited have issued orders with regard to the guidelines to be followed during the lock down period in adherence to the notifications issued by

Ministry of Home Affairs, Government of India from time to time. In the reference 6th cited, it has been permitted for post production works i.e., Editing, Dubbing, Re-recording, Sound Mixing etc., based on the Hon'ble Chief Minister's Press Release in the reference 5th cited.

2. Now guidelines on Preventive measures to contain spread of Covid-19 in Media Production have been issued by Government of India, Ministry of Information and Broadcasting vide reference 8th cited. The Ministry of Information and Broadcasting has also clarified that the guiding principles and SOP on preventive measures for Media Production is also applicable to all media production including shooting of films, television production, web series and all forms of content creation in the electronic and film medium.

3. In continuation to the above, the Principal Secretary/ Commissioner of Revenue Administration has sent a draft SOP for Preventive Measures for Media Production to contain spread of COVID -19.

4. The Government after careful examination hereby approved the Standard Operating Procedures (SOP) on Preventive measures for **Media Production** to contain spread of COVID -19 **in the Annexure** and it is also ordered that the above Standard Operating Procedures (SOP) is applicable to all media production including shooting of films, television production, web series and all forms of content creation in the electronic and film medium, as and when such activities are permitted.

(By Order of the Governor)

K.SHANMUGAM,
CHIEF SECRETARY TO GOVERNMENT

To

The Principal Secretary/Commissioner of Revenue Administration,
Chennai-5.

All Additional Chief Secretaries, Principal Secretaries and Secretaries
to Government, Secretariat, Chennai-9.

All the District Collectors.

The Commissioner, Greater Chennai Corporation, Chennai.

Copy to:

The Chief Minister's Office, Chennai 600 009.

The Special P.A. to Hon'ble Minister for Revenue and Disaster
Management and Information Technology, Chennai-9.

The Private Secretary to Chief Secretary to Government, Chennai 9

// Forwarded by Order //

Devi S
21/5/2020
SECTION OFFICER

Annexure

STANDARD OPERATING PROCEDURES (SOP)

Guidelines on preventive measures for Media Production to contain spread of COVID-19

1. Background

Given the current COVID-19 outbreak in India, it is important that various stakeholders involved in the activities of media production take suitable measures to restrict transmission of the virus while conducting their operations and activities.

2. Scope

2.1 This document outlines guiding principles conveyed by the Ministry of Health and Family Welfare (MoHFW) which are applicable for activities permitted by the Ministry of Home Affairs (MHA) as per MHA orders issued under Disaster Management Act, 2005 from time to time. These guiding principles are followed by domain-specific Standard Operating Procedures (SOPs) to be ensured during activities of Media Production to prevent spread of COVID-19.

2.2 No media production activity shall be allowed in containment zones.

2.3. Shooting of films relating to Cinema Industry is permitted following the Standard Operating Procedure (SOP) with a condition that only 75 persons should be allowed to work at a single point of time. However, spectators shall not be allowed while shooting of films.

2.4 All media production units shall comply with all health related guideline / SOP / notification issued by the Union / State Government from time to time.

3. Guiding Principles

- a) Non-essential activities shall not be allowed in containment zones for COVID-19.
- b) Staff/Workers residing in the containment zone shall not attend to work till containment zone is de-notified**

- c) All employees who are at higher risk, i.e., older employees, pregnant employees, employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
- d) Use of face covers/masks at all public and workplaces to be made mandatory. [However, this is subject to domain-specific SOP on Media Production at para 3 (v) (a).
- e) Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- f) Provisions for hand sanitization (using hand sanitizers) should be made available at entry points and in work areas.
- g) Spitting shall be strictly prohibited.
- h) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/ handkerchief/flexed elbow and disposing off used tissues properly.
- i) Installation and use of Arogya Setu App shall be advised to all.
- j) Thermal screening of visitors/staff is to be carried out at entry points and only asymptomatic individuals shall be allowed to enter the premises.
- k) Physical distancing of at least 6 feet to be followed as far as feasible at all locations at all times, while sitting, standing in queues, etc.
- l) Proper crowd management in the parking lots and outside the premises— duly following social distancing norms shall be ensured.
- m) Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- n) Provisions must be made for display of Posters/standees/AV media on preventive measures about COVID-19 prominently outside and inside of the venues.
- o) Seating arrangement, if any to be made in such a way that adequate social distancing is maintained.
- p) No-contact transaction (for issue/verification of tickets, etc.) should be preferred by using online bookings, use of e-wallets,

QR code scanners, if feasible.

- q) Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- r) Frequent sanitization of the entire workplace, common facilities, and all points which come into human contact, e.g. handles, railings, etc. shall be ensured. Disinfection of the premises to be taken up if the person is found positive.
- s) Housekeeping staff to be informed & trained about norms for waste management & disposal**
- t) Ensure proper disposal of face covers / masks / used towels in covered bins.**
- u) The shower areas / washrooms should be sanitized before and after use with the clinically approved disinfectants.**
- v) Self-monitoring of health by all and reporting any illness at the earliest.
- w) For air-conditioning/ventilation, the guidelines of CPWD shall be followed which, inter alia, emphasizes that the (i) temperature setting of all air conditioning devices should be in the range of 24-30°C, (ii) relative humidity should be in the range of 40-70%, (iii) recirculation of air to be avoided to the extent possible, (iv) intake of fresh air should be as much as possible, and (v) cross ventilation should be adequate. Air circulation system should allow fresh/ treated fresh air with fresh air level more than 50%.
- x) Suitable provisions may be made for temporary isolation of any suspect case that may get reported.
- y) Additional precautions to be followed in case of a suspect case in the premises:**
 - i. **Place the ill person in a room or area where they are isolated from others.**
 - ii. **Provide a mask/face cover till such time he/she is examined by a doctor.**
 - iii. **Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.**
 - iv. **A risk assessment will be undertaken by the designated public health authority (district Rapid Response Team /treating physician) and accordingly**

further action be initiated regarding management of case, his/her contacts and need for disinfection.

- v. **Disinfection of the premises to be taken up if the person is found positive.**

3. SOPs related to Media Production

In addition to the above Guiding Principles, the following guidelines shall also be adhered to for Media Production:

i. Physical distancing

- a. Physical distancing of at least 6 feet to be followed as far as feasible at all locations at all times, while sitting, standing in queues, etc. These include places such as shoot locations, sound recording studios, editing rooms, etc.
- b. Aspects such as scenes, sequences, set-ups, camera locations, positions of various crew members, seating arrangements, food and catering arrangements, staggered meal timings, etc. shall be planned while giving due consideration to physical distancing norms.
- c. Measures shall be taken by the production team to involve minimum number of cast and crew members during the shoot.
- d. Visitors and audience shall not be allowed on sets.
- e. For outdoor shooting, necessary coordination with the local authorities shall be ensured to minimize and manage the spectators.
- f. Resting or stay-over facilities shall be planned while adhering to physical distancing guidelines.
- g. Staggered call and pack-up timings for different production units shall be ensured by studios having multiple sets.
- h. **Cafeteria facility, if any within the studio premises, shall also follow social distancing norms at all times.**

ii. Designated Entry & Exit

There shall be designated entry and exit points for all shoot locations and other workplaces.

iii. Sanitization

- a. Common locations such as sets, cafeteria, make-up rooms, edit rooms, vanity vans, washrooms, etc. shall be sanitized regularly **with clinically approved disinfectants.**
- b. Sensitive equipment, while keeping in consideration the

delicate nature and technical feasibility, shall be sanitized, to the extent possible, before and after the shoot.

- c. Measures for the safety of sanitization staff such as adequate provisions for rational use of gloves, boots, masks, PPE, etc. shall be undertaken.
- d. **Housekeeping staff to be informed & trained about norms for waste management & disposal**

iv. Human Resource related measures

- a. As far as possible, the practice of work from home should be followed.
- b. Communication and training on precautions related to COVID-19 shall be conducted with the cast, crew, and all other staff.
- c. Do's and Don'ts shall be communicated at prominent points at the workplace using information boards, posters, and infographics.

v. Contact Minimization

- a. Face cover/ mask are mandatory for cast and crew, except for actors in front of the camera.
- b. Sharing of costumes, hair wigs, makeup items, equipment, etc. should be kept at a minimum.
- c. Make-up artists and hair stylists shall use relevant PPE. Artists should be encouraged to do their hair styling and make-up remotely with the help of professionals.
- d. Persons handling or working with common/shared equipment shall wear disposable gloves. Efforts should be made to encourage wearing of gloves among other members of the cast and crew as well.
- e. Lavalier lapel mics may be avoided and shall never be shared. Direct physical contact with the diaphragm of other mics shall be avoided.
- f. Efforts shall be made to minimize the use of props. Sanitization of props shall be done before and after use.

vi. Supervisor/COVID Coordinator

A designated supervisor shall be nominated from among the cast and the crew. **The Supervisor nominated shall:**

- a. Keep record of the zone (Containment / Non containment zone) where the workplace exists.
- b. Ensure that all concerned have installed and updated Arogya Setu app on their mobiles.

- c. Monitor the contacts between various personnel, observance of precautions and sanitation protocols.
- d. Keep a record of the medical history, travel history and a check on health of the cast and crew.
- e. Identify hospitals/clinics/testing facilities, in the nearby areas, which are authorized to treat and/or test suspect COVID-19 cases. **The Supervisor shall** contact the nearest health facility in case of health contingencies such as any person developing symptoms of COVID-19.
- f. Earmark quarantine areas for isolating employees showing symptoms of COVID-19 till they are safely moved to medical facilities.
- g. Support the health authorities for contact tracing in case of contingencies.

vii. Anti-stigma Behaviour

COVID-19 related stigmatization or unruly behaviour shall be dealt with strictly in coordination with the local authorities.

viii. Travel

Travel related guidelines and SOPs issued by the MHA, Ministry of Civil Aviation, Ministry of Railways, state governments, etc. shall be adhered to strictly.

ix. Quarantine/Isolation

Suitable provisions may be made for temporary isolation of any suspect case that may get reported.

X. Air-Conditioning/Cooling

"Guidelines for Running of Air Circulation, Air cooling and Air Conditioning Equipment during COVID-19" as issued by the Central Public Works Department shall be followed. Air circulation system should allow fresh/ treated fresh air with fresh air level more than 50%.

5. The National Directives for COVID-19 Management and the relevant guidelines issued by the Ministry of Home Affairs, Ministry of Health & Family Welfare, state governments, etc. shall be strictly complied with during all activities and operations.

K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.

/True copy/

Shanmugam
21/8/2020
SECTION OFFICER