

GOVERNMENT OF TELANGANA
ABSTRACT

Home Department – Lockdown – Certain Relaxations – T.V. and Film Shootings etc. -
Orders – Issued.

HOME (GENL.) DEPARTMENT

G.O.Ms.No.16

Dated: 09-06-2020
Read -

1. G.O.Ms.No.75, General Administration Department, Dated 4.06.2020.

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After careful examination of the matter, the following are permitted with immediate effect;

- (1) Post Production works of the films which have completed shooting process.
 - (2) Shooting for all films / TV shoots which are already half way through and were stalled due to lockdown.
2. Standard Operating Procedures for the above activities are attached to this order and should be followed scrupulously.
 3. Cinema Halls/Theaters will continue to be closed till further orders.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

SOMESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

To
All the District Collectors & Licensing Authorities and
All Commissioners of Police in the State.
The Managing Director, Telangana State Film
Television and Theatre Development Corporation
Limited, Hyderabad
The Prl. Secretary to Government, I&PR Department
The Director General of Police, Telangana State

//FORWARDED BY ORDER//


SECTION OFFICER

Standard Operation Procedure for Post – Production Services **During "COVID-19 PANDEMIC"**

The below mentioned activities are permitted subject to strict adherence of the laid down Standard Operating Procedures and Guidelines:-

- a) Editing
- b) Dubbing
- c) Sound Mix
- d) Visual Effects
- e) CG (computer Graphics)
- f) Digital Intermediate (Color Correction) and all other post production works.
- g) Script Sessions / Production planning

All the above said services are stand alone. Minimum number of persons should be used for the above activities is 2 and not exceeding 10 members at any given time.

Any of the above activities can be operated while ensuring strict compliance of the protocol.

1. Daily Morning Briefing Sessions Meeting shall be arranged to review & ensure office protocols ensuring social distancing norms. During these sessions, Health & Safety Officers on location must inform everyone including support staff about the safety guidelines and important updates.
2. Mandatory Thermal Scanning of everyone entering and exiting Office/Studio premises shall be done for checking fever / body temperature. If anyone leaves and re-enters the Office/Studio premises during the shift, re-screening of the individual shall be done prior to re-entry into the work place.
3. Provision for Water & Soap / Hand Wash/ Sanitizer (touch-free recommended) shall be made at all Entry/Exit points and Common areas.
4. All personnel and support staff shall be required to wash & sanitize his/her hands before entering the Office/Studio premises. Same procedure to be followed after exiting the premises.
5. Everyone entering the Work area (including Support staff) should mandatorily wear face mask. Hand gloves should be used by the Support staff who are responsible for cleaning and maintaining the Office/Studio premises. Re-usable equipment should be thoroughly cleaned and should not be shared with others.

6. There will be strict ban on Smoking, and use of any tobacco material, Pan etc. in and around Office/Studio premises and spitting in common area shall be strictly prohibited
7. Food should be consumed at designated areas only ensuring social distancing. Common sitting arrangements should be removed. Only disposable utensils and cutlery to be used. Staff are advised to carry their own food and water.
8. All Work Areas shall be disinfected on daily basis (including admin office, canteens, pathways, toilets, entry/exit gates). Housekeeping team should be provided with necessary equipment.
9. There shall be total ban on non-essential visitors at Office/Studio premises (including Head office staff, consultants etc.). Entry without authorized pass should not be permitted.
10. Hospital/clinics authorized to treat COVID-19 patients, should be identified and list should be displayed at all Work places all the time. The producer should collect medical declaration from any individual working.
11. Appropriate signage at all work places spelling out safety practices in Telugu/English which is understood by all.
12. For any confusion, clarification, and update, everyone should approach Admin/Studio Manager. Do not believe on rumors and don't spread them. Strict action to be taken against those who spread rumors.
13. In case of any person with medical symptoms like fever/cough, an Ambulance shall be arranged immediately by dialing 108 or 104 and the person should be shifted to designated hospital (King Koti Hospital) for further testing.
14. On day 0, before resuming the work at Office/Studio premises post lockdown period, mandatory medical check- up shall be arranged for all personnel on work.
15. A unique photo identity card with serial number shall be issued to all the personnel. Proper record of all these personnel shall be maintained.
16. No outside personnel / staff shall be allowed to stay at Office/Studio premises without following proper procedure and instructions.
17. Additional staff when required such as security guards, supervisors etc. may be deployed.
18. Working staff should not shake hands when greeting others and while working in Office/Studio premises.

19. Avoid large gatherings or meetings. Maintain at least 1 meter (3 feet) distance from Person to person.
20. Individuals should not share their belongings like food, water bottles, utensils, mobile phones etc. with others.
21. Non-touch garbage bins with biodegradable garbage bag should be installed for waste collection at all common access areas. Proper disposal of garbage bags along with daily cleaning and sanitization of bins should be ensured.
22. Wipe down interiors, door handles, equipment such as Mouse, Keyboard that is shared, with disinfectant prior to use.

SOMESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

**Standard Operation Procedure for shooting of Films/TV
Shoots During "COVID-19 PANDEMIC"**

GENERAL PRACTICES:-

- Social distancing measures to be implemented in the workplace. 6-feet distance between team members to be maintained.
- Avoid handshakes, and other physical greetings.
- Practice of wearing non-medical grade masks to be made compulsory and hand sanitizers and gloves to be given to crew members.
- Do not leave used masks unattended and dispose them off in the bins provided on location.
- Providing hand cleaning facilities at entrance and exits. This should be soap and water wherever possible or hand sanitizer if water is not available.
- Keep the makeup / rest rooms clean and sanitized at all times.
- Daily fumigation of locations / studios.
- Regularly clean / sanitize common contact surfaces in workplace e.g. cameras, lights, equipments, set properties etc.
- To keep Hands Free Sanitizing Station at shooting location and facilitate frequent use by the Team members.

**PRACTICAL IMPLEMENTATION & PUTTING GOVERNMENT
GUIDELINES ON SETS**

- Before entering the shooting premises, check people for mild cough or low-grade fever using infrared thermometer (37.3 degree Celsius or more) and isolate or advise them to stay at home.
- The producer shall be responsible for obtaining self-declaration forms (on history of ailments like diabetes, hypertension, cardiac issues etc including any recent bouts of cough, sore throat, fever etc) from people on sets as also cast, crew and other employees on daily basis.
Such signed declaration should also capture the name, age, contact details, blood group of the individual.
- Once personnel have been screened and cleared for work, they will proceed to work.
- Encourage usage of Arogya Setu app for identification of any symptoms and treatment or of persons suspected of having COVID symptoms. Concerns on privacy, if any, to be addressed.
- Any cast / crew members less than 10 years of age and above the age of 60 years should not be allowed on sets without medical clearance.

- Production houses to ensure minimum crew (ideally less than 40 persons) should be present on shooting locations.

TRANSPORT FOR CREW TO SET:-

- Wherever possible staff should travel using their own / company provided transport rather than public transport to maintain social distancing.
- The cars would be sanitized first and then shall be sent for pick-up. Drivers should remain in their vehicles and must wash or clean their hands before and after use regularly.

CASTING:-

- Cast should self-tape, or audition via video-conferencing facility. (a video self-recorded by the talent at home following the instructions of the casting director). After viewing them, the casting director together with the director and the production company, will make the selection.
- Majority of the shoot should be planned inside the set and external locations to be avoided to maximum extent possible. Junior artists to be avoided / reduced.

LOCATION:-

- Containment Zones not to be considered for Shooting.

MAKEUP AND HAIR:-

- Artist shall be encouraged and supported to carry out most of their getup at their residence and visit premises with minimal support staff (preferably only one). Ideally same person / staff to handle artist makeup and hair styling.
- Appropriate PPE must be worn by Makeup & Hair artist, hand sanitizing must be done before and after each makeup application.
- All products and tools must be cleaned and disinfected before use. Hair wigs / extensions must be undergo deep cleaning before / after any use.
- Artist should be encouraged to bring their own makeup kits / tools.
- Artist may consider using a face shield rather than a mask once makeup has been applied. Only remove the PPE when essential.

COSTUME:-

- Minimal costume fitting trials to be planned before shooting. Limit the number of people present at fitting.

- Clothes of each artist will be identified with their name tags on the hanger and should be independently protected with a plastic cover.
- Any garments to be used by the artist must have been duly disinfected before hand, work with professional laundries who use special disinfectants for washing.

CATERING SERVICES:-

- All catering personnel to wear appropriate PPE at all times when preparing or handling food.
- Staff are advised to carry home prepared food wherever possible and maintain social distancing at eating point / cafeteria.
- The seating should be arranged in such a manner so that the individuals shall not face each other while having food.
- All rubbish/trash should be put straight in bin and not left for someone else to clear up.
- Marking of social distancing (2-meters distance) while taking food.
- Tables should be sanitized between each use.
- Use disposable items – plates, cutleries etc.
- All food services related to breakfast, lunch, snacks and dinner should be given in disposable food boxes.
- Only sealed water cans and water bottles should be provided. There will be no usage of loose water.
- Tea, coffee, etc to be supplied through vending machine if possible. Also, multiple food and beverages stations should be provided with microwave. Dry snacks, fruit juices etc to be placed only in the specified area so people just go and collect them in a self-service manner while maintaining adequate social distance.
- Break time should be staggered team wise or in any such manner deemed fit so as to reduce the congestion and contact at all times.

ART DEPARTMENT:-

- Sanitize location before art dept starts work and Re-sanitize location after art dept., work is finished and before commencing shooting.
- Property setting team to follow strict sanitization protocols. Sanitize props before they enter the set/location & during shooting, all props that come into contact with the technical and artistic crews should be disinfected before and after each scene.

SOMESH KUMAR
CHIEF SECRETARY TO GOVERNMENT