GUIDELINES OF STATES FOR FILMING
DURING COVID 19 PANDEMIC
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GOA
CIRCULAR

It is informed to all concerned that Government has granted approval for the resumption of Film Shooting operation in the State of Goa subject to following Standard Operating Procedures (SOPs) and General Guidelines during the pandemic COVID-19 as enclosed in Annexure I.

All the Line Producers and other concerned are hereby directed to adhere to the SOPs and guidelines that have been formulated in order to carry out film and other types of shooting in the State of Goa and they will have to give an undertaking of this effect while submitting the Application for the shooting permission to the Entertainment Society of Goa.

It may be noted that as the permissions for film shooting are granted by this office to the Line Producers to carry out film and other shootings at any location in the State of Goa therefore it puts the responsibility on the concerned Line Producer to strictly enforce the SOPs and General Guidelines by all concerned. However, if it any given time it is brought to the notice of the Authorities that the SOPs & Guidelines laid down are not being adhered to, the permission allotted shall thus be withdrawn immediately. The ESG shall not be liable to refund payments made towards the permissions withdrawn due to any violation.

The Government may intimate any amendment or change in any of the requirements to issue film shooting permissions as and when required which should be followed without any deviation after intimation.

(Amit Satija, IAS)
Chief Executive Officer, ESG

Enclosed:
1) Copy of the Standard Operating Procedures and General Guidelines

Copy to:
1) Registered Line Producers of the ESG
2) The Director, Department of Information & Publicity, Government of Goa
3) All concerned Departments, Government of Goa
4) Concerned File
5) Office Copy
6) Guard File
7) Notice Board
ANNEXURE I

STANDARD OPERATING PROCEDURES (SOPs) & GENERAL GUIDELINES FOR FILM SHOOTING IN THE STATE OF GOA DURING THE PANDEMIC COVID-19

1. Washing and sanitizing hands as a mandatory step for everyone on entry, exit & during the shoot.
2. Minimize the people on the sets as much as possible and wherever possible departments that can work remotely should be allowed to do so.
3. Each crew member to be provided with proper mask & gloves which will be mandatory to wear during the entire shoot indoor and outdoor.
4. The production house will also have to take charge of assigning designated people to open doors, to ensure used masks are disposed and not left unattended, food items are handled in a proper manner, etc.
5. There should sufficient space made available during shooting so as to ensure that the crew members can be separated.
6. Aspects like preparing posters, floor markings, use of portable chairs and furniture needs to be taken into consideration. Maintaining social distancing for all is mandatory
7. Sanitization will be given utmost importance and the set will be sanitized every day beforehand after the shoot of all equipments, shooting floors, rooms etc.
8. Every set will have 3 types of sanitizers available - hand sanitizer, surface sanitizer & space sanitizer, which members will have to study and use appropriately.
9. Use of Toilets, portable washbasin is advised and it should be strategically placed and if possible, bathing arrangements should be provided. All these facilities should be separate for ladies and gents. These facilities should be manned and sanitized continuously.
10. Every set will now have a dedicated COVID-19 helpdesk, with at least one member, who will keep a check on all the necessary aspects, thereby maintain a record and supervise anti-contagion measures. This desk will monitor the people of the crew. In case of crew member found ill same to be reported to the nearest health centre immediately.
11. Besides this, every member will have to follow the COVID-19 protocol, by submitting the consent form about fitness and health declaration, undergo temperature check, submit necessary documents, and use the necessary PPE kits or gears, as suggested by the Government guidelines.
12. Actors and crew members will have to adhere to filming protocols, both for fiction and non-fiction shows with proper zoning, scheduling of the shifts, social distancing.
13. Zones in the Shooting area to be defined as per the requirement of the Shooting respectively taking into consideration the social distancing norms

14. Casting will be conducted online and the respective teams can follow one of the two options, where the candidate can either tape and send their audition (which can be checked later by the team) or through video-calls. These conversations with the casting director or team have to be recorded and stored in drives or computers.

15. Locations will be chosen taking into consideration if the locality falls in containment zone. Permissions and approvals will be needed beforehand.

16. Any activity for pre-production and scouting location should be done with minimum staff and vehicles can be shared keeping government guidelines in mind.

17. Entire crew to be well educated in regards to rules and regulations that are to be followed on sets while shooting.

18. All the departments working on set should follow social distancing, health and safety measures as defined by the Government for COVID-19. The Manpower/Crew members to be assigned to these departments taking into consideration these parameters.

19. Any pregnant employee should not be allowed on the set however, if an employee has spouse pregnant they could be allowed if the employee is stationed away from the home during the shooting duration and submit self declaration.

20. Crew coming from outside state should follow all the SOP’s /rules and regulations pertaining to the entry in the state as defined by the Government of Goa at the time of entry to the State.

21. Total number of crew members involved in shooting cannot exceed more than 100 to 110 for Non-fiction and 50 to 55 for Fiction.

22. Shooting related permissions.

- Permissions required for the shooting shall be the responsibility of the registered Line Producers with ESG and in case of Goan production houses, the responsibility liaise with film producer.

- All the necessary permissions should be taken as per the Film shooting permissions norms of the State of Goa through ESG. However, the Film shooting norms applicable for the shooting during pandemic as stated / notified should be followed strictly.

- Line Producer / Producer is responsible to ensure that all the necessary precautions as defined and all the rules and regulations are followed and carried out without any deviation.

- Film shooting permissions are applicable for both private or public places and the same is also applicable for the Goan production houses.
- Film Shootings in the Containment zones, Buffer Zones and any other such area as decided by the government will not be permitted and if any area is declared so after the permission has been granted, the same will stand withdrawn immediately from the date of issue of such Order.

- Shooting is preferred to be done in the open areas, away from the residential areas and densely populated areas.

- Installation of the Aarogya Setu app on mobile phones shall be mandatory for all persons involved in shooting, shooting permissions and related ancillary activities.

- Permissions issued for the shooting will be based on the situation of the area where the shoot is requested.

- Permissions will be withdrawn if the production house fails to abide by the defined rules and regulations

Following documents to be submitted while acquiring permissions for shooting apart from existing procedure and documentation:

1. Shooting Schedule

2. Details of the Crew Traveling from out of State. Permissions and Clearance document from the competent authority to be submitted.

3. Names and details of the all the crew members.

4. Undertaking to be submitted by the production houses for abiding to all the rules & regulation / SOP of the Government of Goa

5. All the permissions and approvals required for the travel, transport, health and safety etc. as per the Government to be acquired and the copy of the same to be attached to the Shooting permission request form.

All the terms and conditions, SOP’s & Guidelines that are defined by the Ministry of Home Affairs & Government of Goa on various aspects that are applicable for film shooting such as Health & Safety, Travel and transport etc. should be followed without any deviation.

Government may intimate any amendment or change in any of the requirements to issue film shooting permissions as and when required which should be followed without any deviation.
HIMACHAL PRADESH
Government of Himachal Pradesh
Information and Public Relations Department

No. Pub-F(10)-7/2019    Dated Shimla-171002 the 2nd June, 2020

NOTIFICATION

The Governor, Himachal Pradesh, in order to promote shooting of films in the State during Corona pandemic, is pleased to notify "The Standard Operating Procedure (SOP) for Film Shooting in Himachal Pradesh during COVID-19 Pandemic" as per Annexure appended to this Notification for information of all concerned.

This Standard Operating Procedure shall come into force with immediate effect.

By Order

Jagdish Chander Sharma
Principal Secretary (IPR) to the
Government of Himachal Pradesh

Endst. No. Pub-F (10)-7/2019    Dated: Shimla-2 2nd June, 2020

Copy for information and necessary action to:-
1. The Secretary to Governor, H.P., Shimla-171002.
2. The Pr. Pvt. Secretary to the Chief Minister, H.P., Shimla-171002.
3. The Pvt. Secretary to the Chief Secretary to the Govt. of H.P., Shimla-171002.
4. All Administrative Secretaries to the Govt. of H.P.
5. All Heads of Department in H.P.
6. All the Deputy Commissioners in H.P.
7. Director, Information & Public Relations, H.P., Shimla-2
8. All the District Public Relations Officers in H.P.

(Vinay Singh)
Special Secretary (IPR) to the
Government of Himachal Pradesh
Department of Information and Public Relations
Government of Himachal Pradesh

Standard operating Procedure (SOP) for Film Shooting in Himachal Pradesh during COVID-19 Pandemic

Himachal Pradesh is known for its splendour and scenic beauty and is an important destination for film makers. The Government of Himachal Pradesh in order to promote shooting of films in the State during Corona pandemic has formulated Standard Operating Procedure for shooting in HP as under.

1. APPLICATION FOR SHOOTING IN HIMACHAL PRADESH

The applicant seeking permission may apply to the Director, Information and Public Relations Department, Himachal Pradesh through e-mail himachaldprl@gmail.com along-with following details and documents:

a. Name of Film Production House:
b. Name and Mobile Number of the Team Leader visiting the State:
c. Name and Mobile Number of Compliance Officer:
d. Names of the Cast/crew members, containing name and other details including Mobile number of Crew Members:
e. No. of days and dates of shooting in the State:
f. Name of the Hotel/accommodation where Cast will stay during Shooting:
g. Name of the Hotel/accommodation where crew members will stay during shooting:
h. Names of shooting locations:
i. Mode of travel (by Air/Train/car/bus):
j. Health fitness certificates of all the crew/cast members indicating then COVID-19 free States.

The cast/Crew coming from out of the State will be quarantined for 5 to 7 days in the identified Hotels and the COVID test will be conducted free of cost by the State Govt. only if they are found negative, they will be allowed to proceed further for shooting.

The Director Information & Public Relations will grant permission for shooting in consultation with district authorities.
(2) Transportation:

a. The Cast and the Crew members will have to follow the guidelines issued by the department of Transport, Government of Himachal Pradesh for movement from the Airport/ Railway station/interstate barriers to their destination and shooting sites and back to the hotel and finally leaving the state after shoot is over. For this purpose they may visit the HP Govt. website [www.himachal.nic.in](http://www.himachal.nic.in) and follow sub-link Transport Department and then click Sr. No 2 of the notifications.

b. All the vehicles used for movement will follow the above mentioned guidelines of the Department of Transport.

c. The cast/crew will not use public transport during their stay in the State.

(3) Stay during shooting in the State:

The cast and the crew staying at hotels in Himachal Pradesh will have to adhere to the **COVID-19 safety and hygiene guidelines for tourism sector** issued by the Department of Tourism and Civil Aviation Government of Himachal Pradesh available at [www.himachaltourism.gov.in](http://www.himachaltourism.gov.in)

(4) Catering Services while outdoor shooting:

a. All catering and craft personnel to wear appropriate PPE at all times when preparing or handling food.

b. Make sure that food can be distributed in a take-away fashion.

c. The loading / unloading of eatables / beverages should be done using moving trolleys to avoid hand contacts of multiple loading staff.

d. Use of disposable items - plates, cutlery, food boxes etc. to serve meals is recommended.

e. Ensure that there is enough space for the entire crew while eating.

f. Food must be served in small batches i.e meal times should be staggered such that social distancing norms are followed strictly and crowding in eating areas be avoided.

g. All food waste to be disposed off at designated disposal places at the Hotel where they are staying.
(5) **Shooting Protocol:**

a. Shooting will be allowed at the pre-declared sites.
b. No shooting will be allowed in containment zones and other places prohibited by the Government of Himachal Pradesh.
c. Shooting will be permissible during curfew relaxation hours as specified by the concerned District Magistrate.
d. Proper security arrangement should be ensured during the shooting.
e. A Compliance/Liaison officer to be designated who will ensure compliance with all COVID-19 Safety regulations.

(6) **On-Site Organization:**

a. All non-acting crew members including the supporting staff shall maintain social distance of two yards between each person and avoid overcrowding.
b. Adequate hand sanitizer dispensers to be kept at all entry & exit points as well as other strategic locations e.g. along with the cafeteria, vanity vans etc. so as to be used throughout the shoot by all crew members.
c. Portable washbasins must be strategically placed at various points to ensure easy and quick access to soap and water.
d. Keep the restrooms clean and sanitized at all times. Make sure there are enough sanitizers and hand wash at all times.
e. Work areas to be sanitized daily.
f. The filming crew will avoid mixing with the general public or audience.

(7) **Protocol for technical crew:**

a. PA system (mike and speaker) to be covered and sanitized appropriately before use.
b. Walkie-talkies will be duly identified and protected with plastic covers, including the earpieces which should also have protection.
c. Before and after each day, walkies-talkies must be disinfected.
d. The walkie-talkie communication protocol should be optimized in order to minimize the interaction of people’s hands and mouths with the equipment. They should be non-transferable and non-exchangeable during the shoot.
e. It is recommended to use mobile technologies via bluetooth, wi-fi or intercom for any internal crew communications on the set. Each individual must use their own personal earpiece.
f. During filming, all tools and equipment must be disinfected as often as possible.
g. It is important to respect the general safety guidelines when going to the shops and rental outlets.

(8) General Practices:
The following norms and practices would be observed by all the members of the Cast and Crew from the time of entry in to the State and the exit from the State:-

a. Daily morning briefing session shall be done on site by the Compliance officer to ensure adherence to COVID protection protocol and social distancing norms etc. He will inform everyone including the supporting staff about the safety guidelines.

b. All waste/disposable items will be carried by the Crew to the Hotel for disposal at identified disposal places.

c. In addition to this, the cast and the crew will adhere to the instructions issued by local authorities.

d. The producer and his compliance officer will be liable for penal action/cancellation of the permission for shooting for any violation of the guidelines/instructions issued by the Government.
KARNATAKA
ಚಾಚ್ಚುಳ್ಳ ಸಂದರ್ಭ

ಇದೆ: KCl-PIF/27/2020

ಕಚ್ಚುಳ್ಳ ಸಂದರ್ಭಿನ ಸಂಪ್ರದಾಯಕರಿಗೆ, ಭೇಟಿಯಾಗಿ,
ಪೂರ್ವಕಾಲವಾಗಿ, ಪ್ರವೃತ್ತಿ: 20.06.2020.

ಆಗಿ, ಸಂದರ್ಭಿನ ಬ್ರಿಫಿಂಗ್ ವಿಶೇಷಾಧಿಕಾರಿಗೆ, ತರಬೇತಿ, ಬ್ರಿಫಿಂಗ್ ವಿಶೇಷಾಧಿಕಾರಿಗೆ,
ಪ್ರತ್ಯೇಕವಾಗಿ, ಪ್ರವೃತ್ತಿಯಾಗಿ.

ಅವಶೆಗೆ ಆಧಾರಿತ, ಬ್ರಿಫಿಂಗ್ವಿಭಾಷೆ ಪ್ರತ್ಯೇಕಿಸಿದ ಸಂದರ್ಭಗಳನ್ನು,
ಪ್ರವೃತ್ತಿಯಾಗಿ.

ಮಾರುತಿ,

ಪ್ರವೃತ್ತಿ: ಭೇಟಿಸಂಖ್ಯೆ/ಪ್ರಖ್ಯಾತಿ. ಸ್ಥಾನಿಕ ಕಾರ್ಯಾಚರಣೆಗಳು, ಸಂಖ್ಯಾಮಾನ ಪ್ರಕಟನೆಗಳನ್ನು,
ಅಗ್ಗಾರ ಹೆಸರು. ಎರಡನೇ ಮೀರಾಟದ ಪ್ರಕಟನೆ/ ಆರೋಗ್ಯ ಮಾಧ್ಯಮದ ಮೂಲಕ. ಪ್ರಕಟಿಗೆ ಹೆಸರು ತಯಾರಿಸಿದ ಮೂಲಕ
ಸಂಖ್ಯಾಮಾನವಾಗಿ ವ್ಯಾಪಾರವನ್ನು ಸಂಪರ್ಕಿಸಿದ ವ್ಯಾಪಾರಿ/ ಪ್ರಕಟಿಗೆ/ಪ್ರಕಟಿಗೆ/2020-21/602,
ಓ: 15.06.2020.

@stopstop

ಮಧ್ಯಮಸ್ಥಿಯ ಮೂಲಚಿತ್ರ ಬೇಕಾದ ಸ್ಥಳಗಳು, ಸಂಪದಕ್ಕೆ ಸೇವೆಯೇ ಹುಂದಿದ್ದು, ಸಂದರ್ಭಾಂಶವನ್ನು
ಮಾರುತಿ ಬೇಕೆಂದು ಪ್ರಭಾವಿತಗೊಂಡಿದ್ದು, ಸಂದರ್ಭಾಂಶವನ್ನು
ಮಾರುತಿ ಬೇಕೆಂದು ಪ್ರಭಾವಿತಗೊಂಡಿದ್ದು, ಸಂದರ್ಭಾಂಶವನ್ನು ಸಂಪದಕ್ಕೆ ಸೇವೆ ಮಾಡಲಾಗುವ ವ್ಯಾಪಾರಿಗಳಿಗಾಗಿ,
(ಸಂಪದಕ್ಕೆ ಸೇವೆ ಮಾಡಲಾಗುವ ವ್ಯಾಪಾರಿಗಳಿಗಾಗಿ)

(ಸಂಪದಕ್ಕೆ ಸೇವೆ ಮಾಡಲಾಗುವ ವ್ಯಾಪಾರಿಗಳಿಗಾಗಿ)

ವಿರುದ್ಧ, ಪ್ರವೃತ್ತಿ,

(ಭೇಟಿಸಂಖ್ಯೆ/ಪ್ರಖ್ಯಾತಿ) 2020

ಸಂದರ್ಭಾಂಶವ ಸೇವೆಯೇ ಹುಂದಿದ್ದು,
ಸಂದರ್ಭಾಂಶಗಳಿಗಾಗಿ,
(ಹೆಸರು)
ಪ್ರಶ್ನೆ 19

1. ಪ್ರಾರಂಭಿಸಿ ಪ್ರತಿಯೊಂದು ಸಮಸ್ಯೆಯನ್ನು ವಾಣಿಜ್ಯ ವ್ಯಕ್ತಿಗಳು ಮತ್ತು ಸರ್ವಾಧಿಕಾರಿಗಳು ಮತ್ತು ಮುಂಚುಕು ಸೇವಾದಲ್ಲಿ ವಿವರಿಸಿದ್ದಾಗ ವಿಶ್ವಂಸ್ತಿದ್ದ ವಿಷಯಗಳ ವಿವರಯುವ ಸೂಚಿಯನ್ನು ತೆಗೆದಿದೆ.

2. ವಿವರಗಳನ್ನು ಕೆಲವು ವಿಷಯಗಳಿಗೆ ಒಳಗೊಂಡಿವೆ ಮತ್ತು ಸೇವಾದಲ್ಲಿ ಸೇವಾದಲ್ಲಿ ವಿವರಿಸಿದ್ದಾಗ ವಿಶ್ವಂಸ್ತಿದ್ದ ವಿಷಯಗಳ ವಿವರಗಳನ್ನು ತೆಗೆದಿದೆ.

3. ವಿವರಗಳು ವಿಶ್ವಂಸ್ತಿದ್ದ ವಿಷಯಗಳ ವಿವರಗಳನ್ನು ತೆಗೆದಿದೆ.

4. ವಿವರಗಳು ವಿಶ್ವಂಸ್ತಿದ್ದ ವಿಷಯಗಳ ವಿವರಗಳನ್ನು ತೆಗೆದಿದೆ.

5. ವಿವರಗಳು ವಿಶ್ವಂಸ್ತಿದ್ದ ವಿಷಯಗಳ ವಿವರಗಳನ್ನು ತೆಗೆದಿದೆ.

6. ವಿವರಗಳು ವಿಶ್ವಂಸ್ತಿದ್ದ ವಿಷಯಗಳ ವಿವರಗಳನ್ನು ತೆಗೆದಿದೆ.

7. ವಿವರಗಳು ವಿಶ್ವಂಸ್ತಿದ್ದ ವಿಷಯಗಳ ವಿವರಗಳನ್ನು ತೆಗೆದಿದೆ.

8. ವಿವರಗಳು ವಿಶ್ವಂಸ್ತಿದ್ದ ವಿಷಯಗಳ ವಿವರಗಳನ್ನು ತೆಗೆದಿದೆ.

9. ವಿವರಗಳು ವಿಶ್ವಂಸ್ತಿದ್ದ ವಿಷಯಗಳ ವಿವರಗಳನ್ನು ತೆಗೆದಿದೆ.

10. ವಿವರಗಳು ವಿಶ್ವಂಸ್ತಿದ್ದ ವಿಷಯಗಳ ವಿವರಗಳನ್ನು ತೆಗೆದಿದೆ.
Download Aarogyasetu and Apathmitra apps from below link


Kindly watch Jagruti Karnataka YouTube channel for COVID related information.

https://www.youtube.com/channel/UC-iJ_NwB9m8_OocGo1Zfcg/videos
ಸುರಕ್ಷಾ ಮತ್ತು ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು (S.O.P.)

ಪ್ರಸ್ತುತ ದಿನಗಳಲ್ಲಿ,

- ಸ್ವಾಧೀನ ನೋಂದಿಸಿದ್ದಾಗ ಸಾಮಾನ್ಯ ಸೂಚನೆ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ, ತನ್ನ ತಂತ್ರಜ್ಞಾನಕ್ಕೆ 6 ಹಾಗು ಹೊದೆಸಬೇಕು.
- ಸಾಮಾನ್ಯ ನೋಂದಿಸಿದ್ದಾಗ ಸಾಮಾನ್ಯ ಸೂಚನೆಯಲ್ಲಿ ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸಮರೂಪಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ, ಸಾಮಾನ್ಯ ನೋಂದಿಸಿದ್ದಾಗ ಸಾಮಾನ್ಯ ಸೂಚನೆಯಲ್ಲಿ ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ.
- ಹಿಂದುಗಾಲದ, ಸೋಲರ್ ಗೆಟ್ಟಿಗಳು, ಹಾಗು ಅನಿಮಲಾತ್ಯವು ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ.
- ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ, ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ.
- ಹಿಂದುಗಾಲದ, ಸೋಲರ್ ಗೆಟ್ಟಿಗಳು, ಹಾಗು ಅನಿಮಲಾತ್ಯವು ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ.
- ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ, ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ.
- ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ, ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ.
- ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ, ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ.
- ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ, ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ.
- ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ, ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ.
- ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ, ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ.
- ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ, ಸುರಕ್ಷಿತ ವಿಶಿಷ್ಟತೆಗಳು ಸುರಕ್ಷಿಸಲು ಸುಲ್ಲಿಸಲಾಗುವಂತೆ.
ನೂತನವಾಗಿ ಸೇರುವ ಸರ್ವಪಾಲನ ಶಾಸ್ತ್ರಜ್ಞಾನ ಸುತ್ತು ಬ್ರಹ್ಮಾಞ್ಯ ಸರ್ವಸ್ವದ ಕೋಟೆ ಕ್ರಮಾವಭುತ್ತಿ 14410  ಸೇರಿದ್ದ ಸಂಪರ್ಕ ಗ್ರಾಹಿತವಾಗಿದ್ದು.

• ಸಲಹಾ ಮಾಡುವ ಸ್ಥಳೀಯ ಕರ್ಗೀಥುರ ಸೇಪ್ಟಂಬರ್ /��ಣ್ಣವಾಸಿಗಳು. 10 ಸಾವಿರಾಣೇ ಸಂಖ್ಯೆಯಲ್ಲಿ 60 ಸಾವಿರಾಣೆ ಮುಂದುವರೆದಿತು. ಸಾಲ್ಲು ಸ್ಥಳೀಯ ಸೋಂಕವಿನ ಸಂಭಾಷಣೆ ಸಮಾಧಾನವಾಗಿ ಸಂಸ್ಕರಣ.

• ಸಂಘಟನೆ ಸೇರಿಸಿದರೆ, ಬರುವ ನಿರ್ದೇಶಣೆಗಳು ಸಂಬಂದಿಸಿದರು. ತಿನಿಗೆ ಸಂವತ್ತರ ಪ್ರಮಾಣಿಕರ ವಿವರದಿಂದಲ್ಲಿ 50 ಸೇರಿ ಸೇರಿಸಿದರು.

ಹೊರತುಗಾರ ಜಾನಿಸಿದ್ದಾರೆ:

• ಸಂಘಟನೆಯು ಕೆಲವು ವಿಧಾನ ಅಧಿಕಾರಿಗಳ ಪ್ರತಿಷ್ಠೆ ಮಾಡುವ ಪ್ರಯತ್ನ ಮಾಡಲು ಸಂಗ್ರಹ ಸಂವಿಧಾನ ಪ್ರತಿಷ್ಠೆಯಾಗಿತು. ವಿಸ್ತೀರ್ಣ ಸಂಸ್ಕರಣ ಸಮಾಧಾನ.


ಹೊರತುಗಾರ ಜಾನಿಸಿದ್ದಾರೆ:

• ತಿನಿಗೆ ಕೆಲವು ವಿಧಾನ ಅಧಿಕಾರಿಗಳ ಪ್ರತಿಷ್ಠೆ ಮಾಡುವ ಪ್ರಯತ್ನ ಮಾಡಲು ಸಂಗ್ರಹ ಸಂವಿಧಾನ ಪ್ರತಿಷ್ಠೆಯಾಗಿತು. ಲೋಕಸಂದರ್ಶನಗಳು ಕೆಲವು ವಿಧಾನ ಅಧಿಕಾರಿಗಳ ಪ್ರತಿಷ್ಠೆಯಾಗಿತು.


[ಷಾಂ]
• ರಾತ್ರಿಯಲ್ಲಿ ಸೇವಾಶ್ರುಷೀ ಸೋಯಿಯ ಬಾಂ, ಹಿಂದೂಸ್ಥಾನೀಯ ಉಭಯ್ಯಗಳಿಗೆ, ಮತ್ತು ಮೂರು ಮತ್ತು ಹೆಚ್ಚು ಉಭಯ್ಯಗಳಿಗೆ ಮತ್ತು ಸೇವಾಶ್ರುಷೀ ಸೋಯಿಯ ಸೇವೆಗಳಿಗೆ ಸೇವೆಸಿಗೆ ಮಾಡುತ್ತಾರೆ.

• ಹಬ್ಬನ್ನು ವಿಶೇಷವಾಗಿ ಸೋಯಿಯ ಕಾರಂಪಡಿ / ಡೋಟಿಯರನ್ನು ಸೇವೆ ಸಹಾಯಕವನ್ನು ಪಡೆಯಲಾಗಿರುತ್ತಾರೆ.

• ಸರ್ಕಾರೀ ಪ್ರಸಿದ್ಧ ಸೋಯಿಯ ಸೇವೆಗಳನ್ನು ಪ್ರತಿ ತರಗತಿಯಲ್ಲಿ ಸೇವೆ ಸಹಾಯಕಗಳನ್ನು ಪಡೆಯಲಾಗಿಲ್ಲವು.

ನಿಯಮ ವಿಭಾಗದ -

• ಸಮಾರೋಹಗಳು ಸಾಮಾನ್ಯವಾಗಿ ಹಿಂದೂಸ್ಥಾನೀಯಾರುಗಳಿಗೆ ಮತ್ತು ಹೆಚ್ಚು ಉಭಯ್ಯಗಳಿಗೆ ಸೇವೆಗಳನ್ನು ಮಾಡುವುದರಲ್ಲಿ ಪ್ರತಿಷ್ಠಾನವು ಸೇವೆ ಸಹಾಯಕಗಳನ್ನು ಪಡೆಯುತ್ತದೆ.

• ಪ್ರತಿದಿನ ಸೋಯಿಯಗಳಿಗೆ ಸೇವೆ ಸಹಾಯಕಗಳನ್ನು ಪಡೆಯಲಾಗಿಲ್ಲ.

• ಪರ್ಯಾಯ ರಾತ್ರಿಯ ಸಮಯದಲ್ಲಿ ಸೋಯಿಯ ಬಾಂ / ಡೋಟಿಯರ ಸೇವೆಗಳನ್ನು ಪಡೆಯಲಾಗಿಲ್ಲ.

• ಸಮಾರೋಹಗಳಿಗೆ ಸೇವೆ ಸಹಾಯಕಗಳನ್ನು ಪಡೆಯಲಾಗಿಲ್ಲ.

• ಉದ್ಯೋಗಾಧಿಕಾರಿಗಳಿಗೆ ಸೇವೆ ಸಹಾಯಕಗಳನ್ನು ಪಡೆಯಲಾಗಿಲ್ಲ.

• ಸಮಾರೋಹದ ಹಿಂದೂಸ್ಥಾನೀಯ ಉಭಯ್ಯ ಸೇವೆಗಳನ್ನು ಪಡೆಯಲಾಗಿಲ್ಲ.

• ಚರಿತ್ರೆ ಸಮಾರೋಹಗಳಿಗೆ ಸೇವೆ ಸಹಾಯಕಗಳನ್ನು ಪಡೆಯಲಾಗಿಲ್ಲ.

• ಸಮಾರೋಹದ ಸಾಮಾನ್ಯ ಸೇವೆಗಳನ್ನು ಪಡೆಯಲಾಗಿಲ್ಲ.

• ಸಮಾರೋಹದ ಪ್ರತಿದಿನ ಸೇವೆಗಳನ್ನು ಪಡೆಯಲಾಗಿಲ್ಲ.
- Ensure the necessary steps are taken to ensure health and safety. 

**Steps Taken:**
- Steps taken to handle the situation as per the manual, ensuring the safety of the staff and the public.
- Steps taken to maintain the hospital's operational efficiency and safety.

**Download Aarogyasetu and Apthamitra apps from below link**


Kindly watch Jagruti Karnataka YouTube channel for COVID related information.

https://www.youtube.com/channel/UC-jL_NNw89m8_OocGo1Zfcp/videos
The Below mentioned activities are permitted subject to strict adherence of laid down 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. The above activities shall use minimum number of 2 members and not exceeding 10 members at any given time ensuring physical distancing.

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 physical distancing norms. During these sessions, Health & Safety Officers on location must inform everyone including support staff about the safety guidelines and important updates.
2. Screening of all persons entering the mall shall be done by a trained person using thermal scanner and any person found having raised temperature ((≥37.5°C/ ≥ 99.5°F) or symptoms of cold, cough, sore throat, difficulty in breathing shall not be allowed inside and advised to seek medical help or dial Apathamitra helpline @ 14410.
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 or sanitize his/her hands before entering the Office/Studio premises.
5. Everyone entering the work area (including Support staff) shall mandatorily wear face mask. Hand gloves shall be used by the support staff that is responsible for cleaning and maintaining the office/studio premises. Re-usable equipment shall be thoroughly cleaned and shall 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 shall be consumed at designated areas only ensuring physical distancing. Only disposable utensils and cutlery to be used. Staff is 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 shall be provided with necessary equipment.
9. Avoid non-essential visitors at office/studio premises (including Head Office Staff, consultants etc.). Entry without authorized pass shall not be permitted.
10. Hospital/clinics authorized to treat COVID-19 patients, shall be identified and list shall be displayed at all work places at all times. The producer shall collect medical declaration from any individual working.
11. Cough etiquettes to be strictly followed in terms of covering mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly in closed bins. In case any visitor or staff member is repeatedly coughing/ sneezing, they shall be requested to leave the premises by explaining to them its implications of spreading infection to others.
12. Appropriate signage at all work places spelling out safety practices in Kannada/English which is understood by all.
13. For any confusion, clarification, and update, everyone shall approach Admin/Studio Manager. Do not believe in rumors and don’t spread them. Strict action to be taken against those who spread rumors.

14. All employees who are at higher risk i.e. who are elderly (>60), pregnant and those underlying medical conditions, to take extra precautions and if possible, avoid working at places which requires direct interface with the public.

15. On first day of resuming the work at office/studio premises, mandatory medical check-up shall be arranged for all personnel at work.

16. A unique photo identity card with serial number shall be issued to all the personnel. Proper record of all these personnel shall be maintained.

17. No outside personnel/staff shall be allowed to stay at office/studio premises without following proper procedure and instructions.

18. Additional staff when required such as security guards, supervisors etc., may be deployed.

19. Working staff shall not shake hands when greeting others and while working in Office/studio premises.

20. Avoid large gatherings or meetings, maintain at least 1 meter (3 feet) distance from persons to person.

21. Individuals shall not share their belongings like food, water bottles, utensils, mobile phones etc with others.

22. Non-touch garbage bins with biodegradable garbage bag shall be installed for waste collection at all common access areas. Proper disposal of garbage bags along with daily cleaning and sanitization of bins shall be ensured.

23. All commonly used surfaces such as railings, door handles, equipment such as mouse, key board that is shared shall be disinfectant prior to use.

For COVID related queries please contact:

Helpline numbers 9745697456, 080-46848600, 080-66692000,14410

https://covid19.karnataka.gov.in/

Download Aarogya Setu and Apthamitra apps from below link


Kindly watch Jagruti Karnataka YouTube channel for COVID related information.

https://www.youtube.com/channel/UC-jj_NWw89m8_OocGo1Zfcp/videos
Guidelines for shooting of films/TV Shoots during COVID-19 PANDEMIC

GENERAL PRACTICES:-

- Physical distancing measures to be implemented in the workplace. 2 meters (6 feet) distance between team members to be maintained.
- Avoid handshakes and other physical greetings.
- Practice of wearing facemasks 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 closed bins provided on location.
- Provide hand cleaning facilities at entrance and exits. Thereshall be soap and water wherever possible or hand sanitizer if water is not available.
- Keep the makeup/rest room's clean and sanitized at all times.
- Disinfection guidelines of GOI may be referred. 
  (https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoff ices.pdf)
- Regularly clean/sanitize common contact surfaces in workplace e.g. cameras, lights, equipments, set properties etc.,
- 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 shall also capture the name, age contact details, and blood group of the individual.
- Screening of all persons entering the mall shall be done by a trained person using thermal scanner and any person found having raised temperature (≥37.5°C/ ≥ 99.5°F) or symptoms of cold, cough, sore throat, difficulty in breathing shall not be allowed inside and advised to seek medical help or dial Arogya Setu helpline @ 14410.
- Encourage usage of Arogya Setu app
- 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 50 persons) to be present on shooting locations.

TRANSPORT FOR CREW TO SET:-

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

CASTING:-

- Cast shall 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 shall be planned inside the set and external locations to be avoided to maximum extent possible. Junior artists shall be avoided/reduced.

LOCATION:-

• Containment zones not to be considered for Shooting. Staff coming from containment zone shall not be allowed.

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 (facemask, gloves, goggles, apron, head cap,) must be worn by makeup & Hair artist, hand sanitization must be done before and after each makeup application. Seat shall be disinfected after each use.
• All products and tools must be cleaned and disinfected before use. Hair wings / extensions must be undergo deep cleaning before / after any use.
• Artist shall 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 trails 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 shall 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 disinfectants for washing.

CATERING SERVICES:-

• All catering personnel to wear appropriate PPE(facemask, gloves, head cap,) at all times when preparing or handling food.
• Staff is advised to carry home prepared food wherever possible and maintain physical distancing at eating point / cafeteria.
• The seating shall be arranged in such a manner so that the individuals shall not face each other while having food.
• All trash shall be put in closed bin and not left for someone else to clear up.
• Marking of physical distancing (2-meters distance) while taking food.
• Tables shall be sanitized between each use.
• Use disposable items – plates. Cutlery etc.
• All food services related to breakfast, lunch, snacks and dinner shall be given in disposable food boxes.
• Only sealed water cans and water bottles shall be provided.
• Tea, coffee, etc to be supplied through vending machine if possible. Also, multiple food and beverages stations shall be provided with hygiene. 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 physical distance.
• Break time shall 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 the work is completed 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 shall be disinfected before and after each scene.

For COVID related queries please contact:

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https://covid19.karnataka.gov.in/

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https://www.youtube.com/channel/UC-jNw89m8_OocGo1Zfcg/videos
MAHARASHTRA
कोविड-१९ च्या पारंपरिक विचित्रपट, दूरविचित्रवाणी मालिका / OTT यांच्या वित्तीय करण्यासाठी समक्रमांकाच्या दिन ३० मे, २०२० वर्षाच्या शासन निर्णयाने मार्गदर्शक तत्त्वेत स्वतः स्पष्टीकरणावर आलेले आहेत.

2. सधर शासन निर्णयातील मार्गदर्शक तत्त्वाच्या समस्तांसाठी संबंधित संस्था/संख्यांच्या बाबत आणण्याची अवलंबीत कार्यक्षेत्रतात काही मुद्दे उपस्थित केलेली होती. सधर उपस्थित मुद्दांबाबत स्पष्टीकरणाला आहेत आणण्याची आरोपण रुपांतर निर्णयात येत आहे. सधर मुद्दे आणण्याची त्यावरील स्पष्टीकरण सोबतच्या परिस्थितीत असे म्हणून देण्यात आलेले आहे.

3. संबंधित संस्थांनी सधर स्पष्टीकरणाला अनुस्मरण करण्यासाठी कार्यवाही करावी.

4. सधर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतसेवक संस्थेच्या उपलब्ध करण्यात आला असून त्याच्या सांगतीतील मुद्दा कार्यवाही करावी. हा आदेश डिजिटल संसाधनाने साक्षात्रिक करण्यास फॉर्म काढण्यात येत आहे.

महाराष्ट्र राज्यपाल यांच्या आदेशानुसार र नावाने,

(डॉ. संजय मुखर्जी)
सचिव, महाराष्ट्र शासन

प्रत,
1) म. राज्यपाल यांचे प्रधान सचिव, राजभवन, मुंबई
2) म. मुख्यमंत्री यांचे प्रधान सचिव, मंत्रालय, मुंबई
3) म. मंत्री, सांस्कृतिक कार्य यांचे खासगी सचिव, मंत्रालय, मुंबई
8) मा. राज्यमंत्री, सांस्कृतिक कार्य यांचे खाजगी सचिव, मंत्रालय, मुंबई
9) मा.मुख्य सचिव, महाराष्ट्र राज्य, मंत्रालय, मुंबई
10) अपर मुख्य सचिव, महासृजन व वन विभाग, मंत्रालय, मुंबई
11) अपर मुख्य सचिव, गृह विभाग, मंत्रालय, मुंबई
12) अपर मुख्य सचिव, सार्वजनिक आरोपी विभाग, मंत्रालय, मुंबई
13) आयुक्त, बृहत-मुंबई महानगरपालिका, मुंबई
14) सचिव, मदत व पुनर्वसन, महसूल व वन विभाग, मंत्रालय, मुंबई
15) सचिव, सांस्कृतिक कार्य विभाग, मंत्रालय, मुंबई
16) व्यवस्थापकीय संचालक, महाराष्ट्र चित्रपट, रंगभूमी आणि सांस्कृतिक विकास महामंडळ, दादासाहेब फार्जे के चित्रनगरी, गोरेगाव, मुंबई
17) व्यवस्थापकीय संचालक, कोल्हापूर चित्रनगरी, कोल्हापूर
18) जिल्हाधिकारी - (सर्व)
19) प्रेक्षित अधिकारी - (सर्व)
20) महाराष्ट्र चित्रपट, रंगभूमी आणि सांस्कृतिक विकास महामंडळ, दादासाहेब फार्जे के चित्रनगरी, गोरेगाव, मुंबई द्वारा - सर्व संबंधित.
21) निवड नस्ती - सां.का.१
Annexure - A
(शासन निर्णय क्र.कोविड-2020 / प्र.क्र.37 /सां.का.9, दि.30.05.2020 वे सहपत्र)

Guiding Principles
To restart Media Entertainment Industry in Maharashtra

A) Managing Covid-19 Risks on the Set / Studio and Edit facilities

Educating and empowering partners and employees

Educating and sensitising all partners, employees on preventive measures will continue to be the topmost priority. Already, organisations have educated and sensitised employees and partners about this. Further, multiple sessions will be scheduled from a certified health and safety consultant to educate all stakeholders at various locations. Following would be addressed in the session:

- Awareness about the novel corona virus,
- Precautions
- Symptoms & stages of infection
- Tests (for symptomatic employee) & tests centres around your areas
- Promote regular hand washing, sanitisation and contamination control
- Promote good respiratory hygiene

B) PRODUCTION OFFICE / TRAILER / TENTS

- Consider utilizing larger tents with portable A/C or heat in lieu of trailers / motorhomes wherever possible.
- Avoid having more than 5 people in trailers at one time.
- Keep windows and doors open to increase ventilation.
- Deliveries should be handle outside of an office or any closed space and wiped down / sprayed with sanitizing solution.
- When possible use disposable, ecologically friendly flatware, plates and cups.
- Place sanitizing wipes at printer station if there is a community printer / copier.
- Continuously disinfect remote controls, light switches, etc.
C) Studio Premises including Sets

Crowd Control

On any Set location, exists Artists (main cast) and the crew which includes Technicians, workers and junior artists. The number of artists in main cast can not be reduced.

I. Minimize Crew strength to 33% of pre-COVID (not including main cast) crew strength. Identify which all activities can be executed remotely i.e. over video conferencing, email, video sharing etc. Similar exercise to be carried out for film's shoot as well. This crew number does not include security personnel, drivers, catering service and generator operator.

II. All staff members carry identification (ID) card while travelling for shoot. While seeking the permission from Government for travel, necessary permissions to be given by the Government authorities to enable the employees to reach their destination.

III. Aarogya Setu app to be installed on compatible devices and to be kept on throughout the day

IV. Precautionary guidelines / signages to be displayed in strategic locations with emergency helpline number

V. Floor markings at gates and appropriate places with social distancing norms

VI. Designated people shall be allowed to open doors, gates etc.

VII. Ambulance, doctor and nurse compulsory on every set.

VIII. Every producer should provide minimum 3 washroom and same to be sanitized every hour.

IX. Training of housekeeping staff will be done on regular basis.

X. Any person found COVID +ve during the shoots or during his travel for shoots should be mandatorily given treatment.

XI. Medical personnel should take temperatures / check medical credentials / approvals.

XII. Medical personnel should visually monitor cast and crew for those that look ill.

XIII. Before entering the premises, check people for mild cough or low-grade fever using infrared thermometer (37.3 degree Celsius or more) and accordingly
isolate or advise them to stay at home. In addition to this, every set shall have pulse Oximeter that measures oxygen saturation level in our body. All cases with symptoms of influenza like illness, Severe acute Respiratory Distress, fever, cough or similar symptoms shall be reported to nearest Local Authority / Collector.

XIV. Signed declarations should capture their name, age, contact details, blood group, in case of any ailments like diabetes, hypertension, cardiac issues, etc. Every unit should maintain co-morbid data.

XV. Any pregnant employee or if an employee has their spouse pregnant, they shall not be allowed on the set till further orders.

XVI. Any cast / crew members above the age of 65 years will be not be allowed at the site.

XVII. For fiction / non-fiction, NO audience should not be allowed.

XVIII. Daily fumigation of all Sets and Post-Production set-ups including edit rooms

XIX. Regular cleaning schedule for sets, washrooms and makeup rooms, ensure timely toilet sanitation.

XX. Practice of wearing masks and face-shields to be made compulsory and hand sanitisers to be given to crew members. Strictly no guests, whosoever, be allowed at the shoots / sets.

XXI. Eliminate “open calls” and give everyone assigned time window to arrive on set.

XXII. Members of each department should disinfect gear during breaks.

XXIII. Strive for consistency regarding which pieces of equipment (Camera/printers/laptops/mics/etc) are handled by whom.

D) CASTING

1. When possible, castings should be done remotely via Facetime, Zoom, Skype, etc.
2. Utilize remote casting sessions and call backs with live broadcast capabilities.
3. Schedule auditions and call backs further apart and require social distancing.
4. If distributing hard copy scripts / sides, dispose of paper after each reading.
5. Eliminate “open calls” and give everyone assigned window to arrive.
6. Encourage actors to wait in their cars, not in the waiting area of the casting facility.
7. Have actors check in from outside using their cell phone.
8. One dedicated Casting Assistant should sign all performers in and out.
9. During in-person group auditions, actors can wear clear face shields and glove, or maintain social distancing.
10. When casting of families, real families should be used when possible so physical contact is kept within an existing family unit.
11. Identify wardrobe specs in the breakdowns to increase the likelihood the actor brings something that can be worn on the shoot.

E) HANDLING OF EQUIPMENT

1. Members of each department should disinfect gear during breaks in activity.
2. Minimize the number of people having to touch the same items. This may require additional gear.
3. Strive for consistency regarding which pieces of equipment are handled by whom.
4. All crew that requires tools should bring their own and not allow sharing.

F) Operational Controls

1. The shooting shall be held in a completely locked down environment and adhering to the Government instructions and rules.
2. It will be in the gated and secured premises with 24/7 security.
3. Ensure minimal physical contact.
4. Crew members will be instructed to maintain minimum distance of 6 feet from each other while performing various activities.
5. Masks shall to be worn by all the crew members and other support staff in the premises. Gloves shall be optional.
6. All door and gates to be manned by security guard(s) to open and close the doors, in order to minimise touching of the doors/ handles.
7. Dedicated personnel on the premises to check for fever. Ambulance (combined Medical facilities) shall be there on standby. All those who are checked, shall enter their names and contact details in a logbook.

(Initials)
8. Lunch breaks to be staggered in order to avoid crowd gathering

9. One dedicated resource to be arranged per premise to manage external supplies

10. Ensure that laundry services are being provided daily and soiled cloths are kept separately and washed regularly

11. Minimalistic use of props and avoid any new procurement of equipment on the premises

12. No elaborate / extravagant sequence such as marriage/market/mela/flight sequence to be planned till COVID19 threat subsides Production houses to ensure minimum crew on the premises

13. All staff after entering their premises, shall firstly wash their hands with soap and water, remove clothes worn during travel and wear fresh pair of clothes during their stay in the workplace. Besides, they shall also remove their footwear outside the rooms and slip into fresh socks that each person will be advised to bring from their homes.

14. Social distancing norms shall be followed.

G) Artist Management

1. Artist shall be encouraged and supported to carry out most of their get up at their residence and visit premises with minimal support staff of one. Ideally, same person / staff to handle artist makeup and hair styling

2. All trials and fittings shall be at their residence. Look test and other nuances can be shared over video conferencing

3. Encourage them to carry their own food

4. To reduce artist and contestant interactions on the shoot floor and shows

5. Junior Artists to be avoided / reduced in scenes.

6. Identify wardrobe specs to increase the likelihood the actor brings some costume that can be worn on the shoot.

7. If distributing hard copy scripts / sides, everyone should manage one's own copy minimising handling multiple touches from others. Dispose of paper after use.

8. Talent and make-up artist should wash their hands with soap / sanitizer before and after session.
9. Mix make-up on a disposable palette and possibly use only one brush, applicator etc. per actor. Possibly assign brush / combs to each actor so not to cross contaminate.

10. Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solution.

11. Consider having the actor (s) show up having done their own make-up / hair.

12. Avoid hair and make-up for secondary / back up actors.

13. PPE must be worn for hair & make-up the duration of person-to-person contact.

14. Face shield should be worn by the Make-up Artist or Hair Stylist.

15. Make-up station should be a minimum of 6 feet apart.

16. Use disposable make-up kits and brushes and dispose of the kit after each application.

H) ACTORS

1) Consider a temporary clear barrier between actors while establishing marks and positions and remove at the last moment.

2) Consider alternate shot set-ups, camera angles, lenses, etc.

I) EXTRAS

1 Carefully consider the number of Extras required.

2 Have enough space and tables and chairs for Extras holding areas to practice social distancing.

3 Provide one pen for each Extra to execute paperwork and instruct them to not share.

J) Contestant Management (This is specific to non-fiction shows)

1. Avoid sourcing of new outfits and costumes. Either existing costumes needs to be used or they can carry from their personal wardrobe.

2. Only one person allowed as an acquaintance in case of children as participants. In no case, children below the age of 10 years shall be allowed.

3. Auditions to be conducted through online modes.
K) STAFFING

1) When possible, call times should be staggered to avoid large groups converging on a single area at one time.
2) Build in time for one department to “step in, step out” at a time.

L) LOCATION DEPARTMENT

1. Sanitize locations thoroughly before and after use.
2. Choose disinfections carefully in order to avoid damage.
3. Permit applications should go in as early as possible in case of new regulations.
4. Provide alternative lodging to house occupants for the duration of the shoot.
5. Increase space for social distancing during lunch.
6. Provide washing station when there is no access to running water.
7. Have one individual put up and take down all location signs.
8. Limit sets to essential personal only, avoid additional visitors when possible.

M) SHOOT MANAGEMENT

1. Wearing masks / gloves compulsory during shoots except for those on air/on screen.
2. Transparent face shields to be worn by those who come in close contact with the artists and crew like food servers, makeup artists, etc.
3. Carry-boxes of equipment will be disinfected after every shoot.
4. Mics to be labeled with the name of the user.
5. Replace mounting components that cannot be thoroughly cleaned.
6. Utilize boom-only audio when possible.
7. The entire crew will vacate the studio at the end of the day.
8. The Crew will be allowed to leave the Studio at the end of the day, but their re-entry next day will be regulated afresh as per the Health related norms mentioned earlier in these guidelines and issued by Government from time to time.
9. Protective gear for crew including masks, gloves, etc. as may be required.
10. Annual training workshop for various crafts to upgrade skills in and about safety measures. This workshop to be organised in the beginning of any new show or film.
11. Daily fumigation of studios
12. Regular temperature screening and Oxygen level monitoring and medical history to be assessed by practitioners.

**Non-Fiction:**
1. Bring in efficiencies in the number of crew / technicians (33 % of original strength)
2. Usage of audience holding area to spread out the crew for meals
3. Reduction of camera unit staff
4. Camera placements to be made suitable to facilitate shooting while keeping in mind the social distancing norms. Minimise use of attendants and their use to be made sparingly
5. For non-fiction shows, seating arrangements shall be as per social distancing norms i.e. separate sofas for seating (and not combined sofa). Judge's table shall be three different tables instead of an extension
6. All the equipment to be sanitised before and after the shoot
7. Ample number of wash basins with disinfectant soap and/or hand sanitiser would be made available near the shoot locations. Every set should have at least 3 - 4 such spots.
8. Ensure that make-up rooms are clean and provided with sanitisers
9. Cleaning of all the common areas to be carried at regular intervals
10. Ensure people don't pass gear.
11. Grip gear should only be handled by the grip department (apple boxes and stands often support other department).
12. Consider ordering additional gear and assign apple boxes and stands to other department.

**N) ART DEPARTMENT**

1. Ask owner of the location to reduce personal items until after wrap.
2. Make decision on the tech scout, get approvals as early as possible.
3. Consider potential value of prep and strike days. This may be combined with location cleaning requirements.

**O) ELECTRIC, GRIP DEPARTMENT**

1. More gear may be required to ensure people don't pass gear.
2. Grip gear should only be handled by the grip department (apple boxes and stands often support other department).
3. Consider ordering additional gear and assign apple boxes and stands to other department-person contact.

P) WARDROBE DEPARTMENT
1. Wardrobe fittings should be conducted remotely via Face time, Zoom, Skype, etc.
2. Wardrobe planning should be done ahead of shopping and pulling from rental houses.
3. Only the wardrobe department should touch clothing, etc. until it's decided what the actor will actually try on.

Q) ON-SET COMMUNICATION
1. Devices should be signed out the day before for quick distribution on the shoot day.
2. Devices should be individually bagged and handed to the user in its bag.
3. No sharing of devices. Replacement batteries should be disinfected in between uses, bagged, and handed to the crew as needed.

R) VIDEO VILLAGE SET UP
1. Chairs should be disinfected before and after people sit down.
2. Eliminate Directors chairs for plastic chairs as they are easier to disinfect.
3. Additional monitors should be set up to allow for social distancing.

S) CAMERA DEPARTMENT
1. Crew doing pick-up must handle cases with gloves.
2. Cases should be wiped down before loading into vehicle.
3. Only camera personnel should handle camera gear including carts, cases, tape, etc.
4. Personal equipment should be wiped down upon arrival and before departure each day.
5. Each camera crew personnel should have their own non-sharable camera kits.
6. Camera prep should be isolated in individual area.

T) SOUND DEPARTMENT
1. Disinfect equipment before and after each use.
2. Label mics with the name of the user.
3. Disinfect mics and transmitters before and after each use.
4. Replace mounting components that cannot be thoroughly cleaned.
5. PPE should be worn for the duration of person-to-person contact.
6. Utilize boom-only audio when possible.
7. Some multi-talent scripts may require a second Boom Operator.

**U) CATERING**

1. Hand washing stations should be present.
2. Consider staggering lunch to ensure social distancing.
3. Eliminate self-serve.
4. Utensils should be individually wrapped in plastic (or similar).
5. Seating should adhere to 6-foot rule. Order more tables or encourage crew to eat in their own vehicles.
6. Serve boxed meals when possible.
7. Allow cast and crew to bring their own food and / or eat in their car.

**V) Crew Stay and Accommodation for one month wherever possible**

In Campus Accommodation

1. Facility shall be provided for accommodation of the crew in the premises
2. Accommodation of staff shall follow social distancing norms as prescribed in the SOP or by the Government from time to time.
3. This will ensure effective containment and avoid any risks of infection that can be picked up during their travel to and from the studio
4. Production house shall ensure all the necessary facilities are provided to the crew during their stay

**Stay Facility Nearby**

1. In case accommodation cannot be arranged inside the studio premises, then production house will identify nearby facilities like hotels or housing apartments for their stay
2. The premises to be used exclusively for the shooting crew
3. Accommodation of staff shall follow social distancing norms as prescribed in the guideline.
4. Travel arrangements to and from the studio shall be provided for the crew (In absence of these two) independent stays

[Signature]

10

Scanned with CamScanner
1. In absence of above mentioned arrangements (1.3.1 and 1.3.2) if arrangements for stay is not possible on any shooting locations or nearby places, OR if any employee wishes to stay at home, all such employees would travel to and fro on their own. They shall observe all the rules and regulations laid by the authorities. Such employees can be transported to the location set from the nearby Railway or Bus station in dedicated vehicles.
2. Vehicles that shall be used will be sanitised, adhere to social distancing norms and to be used specifically for the crew members

W) Managing Domestic Travel

1. Travel to be minimised. Travel guidelines (Travel ban etc.) issued by Government must be adhered to.
2. Attempt to limit number of people in a passenger van.
3. Members of crew (employees and artists) shall observe all Government rules announced from time to time while travelling.
4. The necessary permission / passes need to be made available by the concerned competent Government authorities.
5. Transportation of equipment / hard drives from one location to another as and when required also to be allowed.

Before travelling

1. Ensure all persons travelling from/to locations are adequately briefed by a competent person about COVID 19.
2. Drivers should wipe down inside vans (seats, handles, etc.) inside and out every time. People exit the vehicle.

While Travelling

1. Encourage people to wash their hands with sanitiser regularly and stay at least six feet away from other people during the journey.
2. Ensure travelling person carries personal sanitisers for regular usage
3. Ensure that they know what to do and who to contact if they feel ill while traveling
4. Ensure that they comply with instructions from local authorities where they are traveling
5. Require people to wear masks in vehicles.
6. Keep windows down when possible to promote ventilation.
7. Ensure one driver is assigned to one vehicle for the duration of prep and wrap.
Pickup of Outstation Traveller

A. The cars and buses would be sanitised first and then shall be sent for pick-up

2. Drivers will need to produce medical fitness certificate, wear masks and gloves throughout the travel

3. Distribution of masks at the point of arrival along with hand sanitisation

4. If someone travels from containment zone, will have to follow the local government orders.

X) Post Return

1. People who have returned from an area where COVID-19 is spreading should monitor themselves for symptoms for 14 days and check their temperature twice a day

2. If they display any symptoms, they need to stay at home and self-isolate. This shall include avoiding close contact (six feet or nearer) with other people, including family members

3. They should also inform their healthcare provider or the local public health department, giving them details of their recent travel and symptom

Y) Readiness to handle the situation in case of any positive case

Following are the steps to be followed in case any positive case of COVID-19 is detected on the set:

1. The person shall be isolated, and studio shall be vacated immediately

2. The plan shall cover isolation of the concerned person(s) who had been in contact with the person who has tested positive

3. Follow the advisory issued by competent authority, to ensure safety of the impacted person as well as the community at large

4. Studio shall be fumigated and sanitised extensively

5. Shooting and operations shall be halted for 3 days

F. Shoot to be resumed only after safety checks

Z) Edit Set-Up

Edit Rooms and Equipment

1. Edit rooms and floors should be sanitised daily

2. Hand sanitiser to be placed on prominent places
3. 33% occupancy for editors in the edit rooms at a time and allotment of work to be staggered across different shifts
4. Edits links will be shared over internet for review and feedback to various stakeholders like channel and creative teams. Ideally, shall avoid physical visit to edit rooms.
5. Social distancing norms to be followed strictly.
6. Use of hand gloves, masks and face-shield is compulsory in the edit suites.
7. Equipment will be sanitized on opening and closing of edit rooms and after work, accessories will safely be covered in plastic bags

**General Guidelines**

1. Through sanitisation of offices prior to re-opening. Surfaces (e.g. doors, desks and tables, cubicles, cabins, reception, pantry, toilets, conference, other common areas) and other objects like telephones, keyboards, mouse, desktops, printers, photocopiery, switches etc. need to be wiped with disinfectant regularly. Ensure common areas like lifts and entrance are sanitised at short intervals.
2. Chairs should be disinfected before and after people sit down.
3. Eliminate Directors chairs for plastic chairs as they are easier to disinfect.
4. Hand sanitisers mandatory while entering and leaving, and to be kept at multiple locations in prominent places around the studio. Make sure these dispensers are regularly refilled.
5. Display posters/messages promoting respiratory hygiene in office and on maintaining social distancing and hygiene.
6. Put in place additional measures like temperature / oxygen level checks, compulsory masks
7. Encourage Meetings via Video Conference/Audio Conference - Increase use of digital mediums for meetings
8. Ensure that all outsourcing vendors also adopt such practices at their end
9. Ensure following additional operational safety guidelines to be adopted at each establishment. -Temperature screening at entry. - Doctor at establishment (On standby), - Direct connect to state/city COVID helpline, - Employees showing any flu like symptoms to be referred to the concerned competent Government authority immediately, - Social distancing to be implemented.
10. Access between floors and various areas of the studio to be controlled
11. Sufficient ventilation and air circulation via air conditioning at stipulated temperature
12. Eliminate handshakes, hugs and kisses to say hello.
13. Divide up studio backstage space and/or on-location areas into sections with production teams isolated from each other.
14. Do not use other people's phones or personal work tools.
15. Keep windows and doors open to increase ventilation.
16. Serve boxed meals when possible.
17. Allow and encourage cast and crew to bring their own food.
18. When possible use disposable, ecologically friendly flatware, plates and cups.
19. Employees to self-declare as under:

(Question: Response)
Has someone in your close family returned from a foreign country? : Yes/No
Is the patient under home quarantine as advised by local health authority? : Yes/No
Have you or someone in your family come in close contact with a confirmed COVID-19 patient in the last 14 days? : Yes/No
Do you have fever? Yes/No
Do you have cough? Yes/No
Do you have sore throat? Yes/No
Do you feel shortness of breath? Yes/No

In case of the history suggests that the person has cough, cold and fever, the matter should be reported to concerned authority immediately.

AA) Shooting related permissions

For Television shows:

All the necessary permissions to commence shoot for any TV show to be procured by the respective Broadcasting company from the Collector of the district where the said Shoot to take place. Collector shall seek information from the local authority. Basis on the said report, Collector shall decide about the permission.

All workers, artists and technicians are expected to take proper health precautions. The respective Broadcaster is responsible to ensure that such precautions are carried out.
For Films:—

Permissions required for shooting of film shall be the responsibility of the film producer. All workers, artists and technicians are expected to take proper health precautions on film sets and locations. The Producer is responsible to ensure that such precautions are carried out.

BB) OTHER GENERAL GUIDELINES

1. Ask crew to fill out health questionnaires to determine if someone could have been exposed to illness recently.
2. All cast and crew members should get their temperature taken at the beginning of each day. For multi-day shoots, a chart should be kept monitor changes in cast and crew temperature.
3. Incorporate pertinent COVID-19 considerations into Daily Safety Meetings. Scheduling and carrying out multiple meetings may be required if staggering start times.
4. Limit number of people in all areas to essential personnel only.
5. Require anyone who is sick to stay home.
6. Provide hand sanitizing stations and / or hand-washing stations throughout set area.
7. Include additional PAs dedicated to assisting with sanitizing, possibly assigning PAs per department to manage.
8. Self-monitor for signs or symptoms of illness and report it you are feeling ill.
9. Eliminate handshakes, hugs and kisses to say hello.
10. Crew must wear masks and should be worn at all times on set (Production and / or individuals need to provide).
11. Divide up studio backstage space and / or on-location areas into sections with production teams isolated from each other.
12. When possible, have one department at a time in a work area.
13. Cover your mouth (not with hand) for coughs and sneezes.
14. Do not use other people’s phones or personal work tools.
15. Assign one individual per department to be responsible for constant wipe-downs of surfaces.
16. Identify who may effectively be able to work from home for prep, shoot, wrap.
17. Assign office supplies (pens, pencils, staplers, paper clips, etc.).
18 Once production starts, the director should limit takes to make sets more efficient and result in less standing around/congregating time.

19 Consider sequestering cast and crew in hotels to control the environment and avoid bringing illness to and from set.

20 When filming in-doors, limit those on set to essential personnel only.


<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Earlier Guideline</th>
<th>Suggested Amendment</th>
<th>Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The guideline does not specifically state the commencement date for shoot and is ambiguous in direction.</td>
<td>We request that shoot be permitted to resume effective July 1, 2020 onwards. All productions are currently suspended since mid-March 2020 and will require adequate time to prep for shoot.</td>
<td>With issuance of the G.R. dt. 30.05.2020, the government had already given permission to start shooting as per terms &amp; conditions of the GR. This permission shall be as per the SOP which is published by the GR dated 30/05/2020. The system of obtaining permissions as was prevalent before the lockdown shall continue.</td>
</tr>
<tr>
<td>2</td>
<td>It has been proposed that through a single window of clearance, the Managing Director of Film City will be the sole authority designated for granting permission for all shootings and District Collectors will be responsible for granting permission outside Mumbai city limits.</td>
<td>We request that the process for bookings and permissions for shoot be reinstated in the manner and form as was prevailing before the lockdown from the respective authorities. For record-keeping purposes, each Producer may be asked to file (emails allowed) a self-declaration / letter / prescribed form with requisite data / information to a central authority intimating the Government of planned shoot. We request that the process be kept simple so as to avoid any procedural delays.</td>
<td>The process of bookings and permissions shall be in the manner and form as was prevailing before lockdown. For record-keeping purposes, each producer will be asked to file (emails allowed) a self-declaration / letter with requisite data / information to the Film City, Mumbai intimating the planned shoot.</td>
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<tr>
<td>3</td>
<td>The guideline is not adequately clear about where in Mumbai and outside Mumbai city limits can shoot be conducted.</td>
<td>We request that shoot be allowed to resume in all non-containment zones (studios and real locations) with adequate safety measures implemented and keeping all other guidelines in mind.</td>
<td>Filming activities in Non-containment and non-prohibited zones only are permitted. The lockdown orders of Govt. of India and Govt. of Maharashtra as amended from time to time shall prevail as made clear in the GR.</td>
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<tr>
<td>No.</td>
<td>Requirement</td>
<td>Details</td>
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<td>4</td>
<td>Set to be monitored.</td>
<td>We request that the shoot/set be left in the control and complete supervision of the Producer/Production Team with no external union intervention. This will be essential to ensure any unwanted harassment or disruption to the shoot in progress.</td>
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<td></td>
<td>The onus of following guidelines will be on the production house and there shall be self-monitoring. The licensing authority will have the right to conduct inspections as may be needed from time to time as per existing law.</td>
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<td>5</td>
<td>Minimize crew strength to 33% of pre-COVID levels excluding main cast, security personnel, drivers, catering service and generator operator.</td>
<td>We request that this point be amended to propose minimizing the crew to include people absolutely necessary for shoot and facilitating the same. Since each shoot will have its own requirement, this should be left to the discretion of the respective Producer. All safety and social distancing guidelines must necessarily be followed.</td>
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<td>The maximum crew strength shall be as per the lockdown orders of GOI and GOM as are prevalent at that point of time.</td>
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<td>6</td>
<td>Ambulance, Doctor and Nurse compulsory on every set.</td>
<td>Doctors, nurses and ambulances are in high demand at medical facilities within the state to meet the need of the growing number of cases in Maharashtra. It will be difficult to access and also unfair to appoint and keep dedicated medical resources and personnel on standby on each set. We propose that each production keep a dedicated vehicle and Production personnel for transporting infected or suspected cases to the nearest medical facility for immediate diagnosis and action.</td>
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<td>Thermal scanning, proper hygiene and symptoms check should be followed on the sets. Get in touch with the nearest COVID hospital and follow government guidelines for suspected members. Each production should keep a dedicated vehicle and Production personnel for transporting infected or suspected cases to the nearest medical facility for immediate diagnosis and action. A dedicated vehicle on every set should be kept ready. It should be equipped with First Aid Box and equipment like Pulse Oximeter, Blood Pressure Monitor, Sugar Testing Kit etc. List of nearest hospital with phone numbers should be available all the while.</td>
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<td>7</td>
<td>Any cast / crew members above the age of 65 years will be not be allowed at the site.</td>
<td>Since all suspended shoot will resume with continuity, several cast and crew may be 65 years and above. We request that this guideline be amended to ensure adequate enhanced safety precautions are in place to safeguard the well-being of such personnel. In addition, declarations of comorbidities and existing conditions along with disclaimers from each member will be sought to ensure that any participation in shoot by such cast and / or crew is voluntary.</td>
<td>As per prevalent lockdown orders.</td>
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<td>8</td>
<td>When casting of families, real families should be used when possible so physical contact is kept within an existing family unit.</td>
<td>We request that this guideline is removed as it is not practical to cast members of the same family.</td>
<td>This guidelines is not mandatory but recommendatory.</td>
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<td>9</td>
<td>No elaborate / extravagant sequence such as marriage / market / mela / fight sequence to be planned till COVID 19 threat subsides Production houses to ensure minimum crew on the premises.</td>
<td>We request that this clause be amended to allow the Producer to plan shoot as per the creative requirement of the project keeping all the prescribed guidelines in mind and also after ensuring implementation of adequate safety protocols. Please note: All junior artists, fighters, dancers etc. are all daily wage earners and their means of earning has been suspended during the lockdown.</td>
<td>The Lockdown Orders of GOI and GOM shall prevail as amended from time to time.</td>
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<td>Facility shall be provide for accommodation of the crew in the premises. In case accommodation cannot be arranged inside the studio premises, then production house will identify nearby facilities like hotels or housing apartments for their stay.</td>
<td>We request that this guideline is removed as this is not feasible and also not a full-proof method of safeguarding cast and crew from getting infected. Currently several hotels, clubs and similar establishments in Mumbai have been converted into quarantine or COVID treatment centers.</td>
<td>This guideline is recommendatory.</td>
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<td>11</td>
<td>Tests (for symptomatic employee) &amp; tests centers around your areas.</td>
<td>We request government assistance to enable / facilitate testing (if and as necessary) as hospitals may turn away suspected cases if not convinced.</td>
<td>Thermal scanning and symptoms check should strictly be followed on the sets. One should get in touch with the nearest COVID hospital and follow government guidelines for suspected members. No special arrangements can be done for this by government.</td>
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MADHYA PRADESH
ADVISORY GUIDELINES
To Restart Film Shootings in Madhya Pradesh
(Approved by FFC)
INTRODUCTION

Background –
The outbreak of Corona virus disease (COVID-19) has been declared a Public Health Emergency by Word Health Organization (WHO) and the virus has now spread to almost all the countries. It is known that it is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). While COVID-19 continues to spread it is important that people take action to prevent further transmission, reduce the impact of the outbreak and support control measures. Scientists say that corona virus will be a part of our lives for a very long time. But we can't let our lives remain confined around Corona. We will have to wear masks and maintain social distancing in order to get back to our daily lives. We have to take extra care while we are starting all the economic activities again.

Scope –
The Covid-19 pandemic and its impact on our country and the world, has made it a necessary to create standard protocol/guidelines and to follow it to prevent further risk at shooting locations. All the workers, artists and technicians are expected to take proper health precautions on film sets and locations. The Production Head is responsible to ensure that such precautions are taken care of. Apart from the advisory guidelines the COVID-19 guidelines/Instructions issued from time to time by the Ministry of Health and Family welfare, Ministry of Home Affairs & Ministry of Tourism Government of India and by the state government should be adhered to. These guidelines have been issued as per the current situation and any changes issued in the future have to be followed accordingly.
I. BASIC HEALTH & SAFETY MEASURES

1. The Generic Health & Safety measures include a simple public health measure that has to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all at all times.

2. Practice frequent hand washing with soap (for at least 20 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) should be made wherever required.

3. Persons above 65 years of age, persons with comorbidities, pregnant women are advised to stay at home, except for essential and health purposes.

4. Only asymptomatic cast & crew members shall be allowed.

5. Individuals must maintain a minimum distance of 6 feet in public places as far as possible.

6. Use of face covers/masks should be mandatory.

7. 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.

8. Spitting shall be strictly prohibited.

9. Installation & use of Aarogya Setu App by all the cast & crew members.

10. Educating and sensitizing to all the Cast & Crew on preventive measures should be continue to be done on top most priority. Some sessions should be scheduled from a certified health & safety consultant. To educate all the members, following should be addressed in the session—

- Awareness about the novel Corona Virus
- Symptoms & stages of Infection
- Promote good respiratory hygiene
- Promote regular hand washing, sanitization & contamination control
- Directions/Instructions issued by the government

11. COVID-19 contingency plan before start Filming

- Producers must prepare a handbook consisting details of COVID-19 and the precaution to be taken and this may be in English, Hindi and any other languages prevalent in the shooting location. This should be issued to cast and crew of the production.

- It is advisable that staff who work at the filming location must carry out Health screening test by a medical professional, fifteen days prior to the shoot, that certifies that the person neither suffer from virus nor can infect others with COVID-19 disease.

- Appoint a nodal person as a health and safety representative which should accompany a Doctor. The representative so appointed must be from production and be conversant with filming.

12. People participating in a shooting must fill-up the Health Declaration Form as “Annexure -A”. This form should be submitted by the producer to the concerned authority at the time of applying for shoot permission.
II. CAST AND CREW MANAGEMENT

A) Basic team
1. In order to maintain interpersonal distance a maximum of 15 persons for Indoor shooting and 30 persons for Outdoor shooting will be allowed.
2. Only perfectly identified Cast & crew (i.e. Actor, Actress, Extras, Technicians etc.) shall have access to the filming set.
3. In the case of extras, it should be ensured that the same persons remain on the set each time.
4. Before entering the shoot premises check people for mild cough or low grade fever using IR thermometer. In case, if the temperature is more than 37.3 degree Celsius, advise them to isolate or stay at home.
5. Entrance and exit of filming location should be in a staggered manner and the team should only remain on set when necessary.
6. The entry into the filming location, persons should be limited to any essential Service only and no audience or visitors/others should be allowed.
7. Emphasis on hiring local talent should be placed so that less number of people travel into the State.
8. Members from each department should disinfect gear during the break.
9. The production house shall identify the nearby facilities like Hotel or housing apartments for stay.
10. The premises to be used exclusively for the shooting crew.
11. Travel arrangements for the cast and crew to the shooting location shall be arranged by the production House.
12. The production company should designate a person or team who is conversant with Corona Virus Protocols. Information regarding daily registration of the people who access the set, their temperature check and precautions taken by them like use of PPE, hand washing & other disinfection operations for the entire period of the shoot. This information should always be updated and available when required. S/he must also build relationships with the local municipality and police station just in case their involvement becomes necessary. This trained and authorized person along with the Medical professional on set/location will be responsible for coordinating and supervising safety and precautionary measures.

B) Make-up Hairdresser and supporting team
1. In makeup, hairdressing and dress-up activities, the appropriate personnel should use protective measure according to the level of risk to ensure the protection of both the worker and the artist. In any case ensure the maintenance of the distance of two meters and disinfection of materials after each use.
2. It is preferable to engage a dedicated person for disinfection of clothing, makeup items etc. During filming, it is recommended that the clothes of each actor or actress and extras are identified and separated with plastic covers.
3. Hair wigs / extensions must undergo deep cleaning before/after any application.
4. Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solution.
5. Avoid hair and makeup for secondary/ back-up actors.
A) **Food and Catering team**
1. Food and any product that is on shoot location must be handled by a dedicated person and be protected and isolated from its preparation till the moment the filming begins.
2. It is recommended the use of single use cutlery, glasses, plates and utensils on stage, if possible eco-friendly. In case of using reusable cutlery, glasses and dishes they should be washed with hot soapy water.
3. All work supplies and food containers should be sanitized and sterilized.
4. Consider staggering lunch to ensure Social Distancing.
5. Eliminate Self-service.
6. Serve boxed meals when possible.
7. Allow/encourage cast & crew to bring their own food.
8. Hand washing station should be installed separately.
9. In the canteen/dining hall at the shooting, following norm should be followed:
   - Adequate crowd and queue management to be ensured social distancing norms.
   - Serving staff to wear mask and hand gloves and take other required precautionary measures.
   - The seating arrangement to ensure a distance of at least 1 meter between patrons as far as possible.
   - In the kitchen, the staff to follow social distancing norms.

B) **Crowd Management**
1. On any set location, exists artist (main cast) and the crew which includes Technicians. Workers and junior artists.
2. All members should carry their ID Cards while travelling for shooting.
3. Precautionary guidelines /signages to be displayed in strategic locations with emergency helpline numbers.
4. Floor marking at gates and appropriate places should be ensured with social distancing norms.
5. Protection barriers to be put up at entire outdoor shooting location to avoid unwanted audience.
III. TRANSPORT & LOGISTIC

1. Travel to be minimized and all the vehicles must be sanitized before use.
2. Authority letter shall be required from the production head for transfer of workers from place of stay to location. The workers will be informed in advance about the conveyance being used.
3. Passengers have to use masks and respect the maximum possible distance between the co-passengers.
4. Travelling person should carry personal sanitizer for regular uses.
5. Thermal screening of all the passengers should be done and masks should be worn by them before boarding.
6. Ensure one driver is assigned to one vehicle for the duration of prep and wrap.
7. The vehicle to be sanitized before being sent for pick-ups.
8. Drivers will need to produce medical fitness certificate, wear mask & gloves throughout the travel.
9. If someone travels from containment zone, will have to follow the local government orders.
10. Precautions while using public transport and public passenger transport, vehicles used as per transport guidelines issued by the govt.
11. Recommended to use separate vehicles for cast and crew or keep one passenger per seat.
12. In case of using vehicle for any shoot the vehicle must be sanitized after each use.
13. The necessary permissions/passes need to be obtained from the concerned competent government authorities.
14. Number of crew shall observe all the government rules announced from time to time while travelling.

IV. HANDLING OF EQUIPMENT

1. All the equipments required in a film shooting should be properly sanitized everyday before use.
2. Members of each department should disinfect gears during breaks.
3. Minimize the number of people need to touch the same items. This may require additional gear.
4. Strive for consistency regarding which piece of equipment shall be handled by whom.
5. All crew that requires tool should bring their own kit and do not allow sharing.
V. FILMING AT PRIVATE LOCATIONS

1. Shootings can be carried out in private locations, subject to agreement with the property owner.
2. The location must be sanitized before and after filming.
3. Prefer not to keep in touch with the outside crowd/owner and keep contact with the shooting crew only.
4. Special attention be given towards social distancing, personal hygiene, sanitization, waste management during shooting.

VI. FILMING IN PUBLIC AND NATURE AREAS

1. The conditions and processing of deadlines to allow the shoot in public places under their jurisdiction will solely rest with the concerned authority.
2. The concerned authority will also earmark the area that can be filmed. The guidelines set will have to be adhered to.
3. To maintain social distancing, use proper Barricades at defined shooting area before shooting. Also define a separate space for parking and barricading all the vehicles during shoot.
4. Special attention be given towards social distancing, personal hygiene, sanitization, waste management during shooting.

VII. POST RETURN

1. People who have returned from an area where COVID 19 is spreading should monitor themselves for symptoms for 14 days and check their temperature twice a day.
2. If they display any symptoms, they need to stay at home and self-isolate. This shall include avoiding close contact (six feet or nearer) with other people, including members.
3. They should also inform their healthcare provider or the local public health department, giving them details of their recent travel and symptom.
VIII. IN CASE ANY POSITIVE CASE FOUND

1. The person shall be isolated and shoot location shall be vacated immediately
2. Contact tracing of all the person(s) who have come in contact with the person who has tested positive should be done and they should be isolated.
3. Follow the advisory issued by competent authority, to ensure safety of the impacted person as well as the community at large.
4. Studio shall be fumigated and sanitized extensively.
5. Shooting should be resumed only after safety checks.

IX. WASTE MANAGEMENT

1. Disposable face masks, gloves, etc. should be disposed off properly to ensure prevention of spread of the contagion. These should be treated as hazardous waste and must be disposed off.
2. Keep the bins with lid at shooting location thereby following high safety measures.
3. Also educate all the crew members to dispose off all the material safely.
4. Waste management protocol should also be followed at food & catering service.

X. PRECAUTION AT WORK CENTER & FILM SETS

A) Interpersonal Distance
1. Tasks and work processes must be planned so people can maintain the interpersonal distance of approximately 2 meters, both at the entrance and exit and during the stay in the work center or filming set.
2. Crowds of staff in common areas should be avoided.
3. When the nature of the activity allows it, the interpersonal distance will be maintained with third parties, as well as the use of protective equipment appropriate to the level of risk
4. When the nature of the activity does not allow for interpersonal distance. People involved will use protective equipment appropriate to the level of risk as a precaution measure.
5. The use of elevators or forklifts will be limited to the essential; use of Stairs should be preferred.

B) Sanitization of facilities
1. Provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/ spray. A proper disinfection of steering, door handles, keys, etc. should be taken up.
2. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30oC, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
3. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in premises and in common areas.
4. Surfaces that are frequently touched (tables, chairs, door knobs, bathroom and toilet surfaces, taps, keyboards, telephones etc.) must be cleaned with disposable material and sanitized daily.
5. After cleaning, all the used materials and protective equipment, the disposable items should be disposed off safely and thereafter washing of hands/sanitizing is mandatory. Cleaning measures will also be extended to private areas such as locker rooms, lockers toilets, kitchens and rest areas, whenever required.
6. When jobs are shared by more than one person, the work area should be cleaned and sanitized after the end of each use.
7. The use of toilets will be limited to one person, except in those cases of people who may require assistance. In that case a companion will also be allowed. Toilets should be cleaned and disinfected at least six times a day.

Enclosed: Annexure "A": Health declaration Form/COVID-19
ANNEXURE ‘A’
HEALTH DECLARATION

HEALTH CARE DECLARATION FORM / COVID 19

Read this document prior to signing it. You must complete this medical questionnaire to participate in any Film Shooting Location in Madhya Pradesh. If you are a minor, you must have this statement signed by production head or line producer.

MEDICAL QUESTIONNAIRE

The purpose of this medical questionnaire is to ensure that you are medically fit to participate/visit Film shooting location. Please answer the following questions with YES or NO. If you are not sure, answer YES. A positive response means there may be a pre-existing condition that could affect your safety and of others around you. If any of these items apply to you, it is advised that you must consult with a physician, preferably a specialist, prior to participate/visit at Film Shooting Location in Madhya Pradesh.

Within the 28 days immediately preceding the date of this Health Declaration Form, have you;

1. TESTED POSITIVE OR PRESUMPTIVELY POSITIVE WITH COVID-19 (THE NEW CORONAVIRUS OR SARS-COV2) OR BEEN IDENTIFIED AS A POTENTIAL CARRIER OF THE CORONAVIRUS?
   
   YES ☐ NO ☐

2. EXPERIENCING ANY SYMPTOM COMMONLY ASSOCIATED WITH COVID-19 (FEVER, COUGH, FATIGUE OR MUSCLE PAIN, DIFFICULTY BREATHING, SORE THROAT, LUNG INFECTION, HEADACHE, LOSS OF TASTE OR DIARRHEA)?
   
   YES ☐ NO ☐

3. BEEN IN ANY LOCATION OR SITE DECLARED AS HAZARDOUS WITH AND/OR POTENTIALLY INFECTIVE WITH THE NEW CORONAVIRUS BY A RECOGNISED HEALTH OR REGULATORY AUTHORITY?
   
   YES ☐ NO ☐

4. BEEN IN DIRECT CONTACT WITH OR IN THE IMMEDIATE VICINITY OF AN Y PERSON WHO TESTED POSITIVE WITH THE NEW CORONAVIRUS OR WHO WAS DIAGNOSED AS POSSIBLE BEING INFECTED BY THE NEW CORONAVIRUS?
   
   YES ☐ NO ☐

The information I have provided about my medical history is accurate to the best of my knowledge. I agree to accept responsibility for any omission in disclose my existing or past health condition. I also commit to inform about any symptom that may arrive after having filled in this declaration and/ or having come into contact with someone who has tested positive after signing the declaration.

Full Name ______________________________ Date (DD/MM/YYYY) __________________________

Signature __________________________________________

-----------------------------------------------

Production head or line producer (If Applicable) ______________________________ Date (DD/MM/YYYY) __________________________

Signature __________________________________________
ADDITIONAL DECLARATIONS / COVID-19

WILL, if asked, wear a protective mask all the time while participating in the Film Shooting Location in Madhya Pradesh, and will take all the responsible preventive steps that may be recommended by, or any relevant public authority.

I ACKNOWLEDGE and ACCEPT that this declaration will be considered as my consent to retain this declaration and disclose it to any relevant authority or service provider for the purpose of ensuring the safety of any third parties that may come in contact with me prior to, during, and after any Film Shooting activity.

Full Name

Date (DD/MM/YYYY)

Signature

----------------------------------

Production head or line producer (If Applicable)

Date (DD/MM/YYYY)

Signature

----------------------------------
Film Facilitation Cell
Madhya Pradesh Tourism Board, Bhopal
E-mail: filmtourism@mp.gov.in | Tel: +91 755 2780600
RAJASTHAN
Government of Rajasthan  
Department of Tourism, Jaipur

No. F8 (47)Film Shooting/DT/2020/ 4853 
Jaipur, Dated : 22-7-2020

Circular

To promote shooting of films in the State during Corona Pandemic, “The Standard Operating Procedures (SOPs) & General Guidelines for Film Shooting in the State of Rajasthan during the Pandemic Covid-19” as per Annexure appended to this circular is hereby issued for information and compliance.

This Standard Operating Procedures shall come into force with immediate effect.

(Alok Gupta)  
Commissioner and  
Principal Secretary, Tourism

No. F8 (47)Film Shooting/DT/2020/  
Jaipur, Dated : 
Copy for information and necessary action to :-
1. Principal Secretary to the Chief Minister, Government of Rajasthan, Jaipur.
2. Sr. Deputy Secretary to the Chief Secretary, Government of Rajasthan, Jaipur.
3. P.S. to the Additional Chief Secretary, Home Department, Government of Rajasthan, Jaipur.
4. All Administrative Secretaries to the Government in Rajasthan
5. All District Collectors in Rajasthan
6. All Commissioner of Police/ Superintendent of Police in Rajasthan
7. Commissioner/Director, Department of Information and Public Relations, Rajasthan, Jaipur.
8. Additional Director (Administration/Development), Department of Tourism, Rajasthan, Jaipur.
9. Joint Director (F&F/Trade/Admn./Dev./General/Mktg./Publicity)  
Department of Tourism, Rajasthan, Jaipur.
10. Deputy Director (TAF), Department of Tourism, Rajasthan, Jaipur.
11. ACP (Dy. Director), Department of Tourism, Rajasthan, Jaipur to ensure uploading SOPs on Departmental website.
12. Dy. Director/Asstt. Director, Tourist Reception Centre.

(Dr. Punita Singh)  
Joint Director (Investment)
Department of Tourism
Government of Rajasthan

STANDARD OPERATING PROCEDURES (SOPs) & GENERAL GUIDELINES
FOR FILM SHOOTING IN THE STATE OF RAJASTHAN DURING THE
PANDEMIC COVID-19

1. Generic Preventive Measure

1. Washing and sanitizing hands as a mandatory step for everyone on entry, exit & during the shoot. Provision for thermal screening would be made.
2. Minimize the people on the sets as much as possible, keep social distancing and wherever possible, technicians/sections which can work remotely should be allowed to do so.
3. Each crew member to be provided with proper mask & gloves which will be mandatory to wear during the entire shoot indoors and outdoors.
4. The production house will also have to take charge of assigning designated people to open doors, to ensure used masks are disposed properly and not left unattended, food items are handled in a proper manner, etc.
5. Sufficient space to be made available during shooting so as to ensure that the crew members can be separated.
6. Aspects like preparing posters, floor markings, use of portable chairs and furniture needs to be taken into consideration. Maintaining social distancing is mandatory for all.
7. Sanitization will be given utmost importance and the set will be sanitized every day, before and after the shoot of all equipments, shooting floors, rooms etc.
8. Every set will have 3 types of sanitizers available - hand sanitizer, surface sanitizer & space sanitizer, which members will have to study and use appropriately
9. Use of mobile Toilets, portable washbasin is advised and it should be strategically placed and if possible, bathing arrangements should be provided. All these facilities should be separate for ladies and gents. These facilities should be manned and sanitized continuously
10. Every set will now have a dedicated COVID-19 helpdesk, with at least one trained member, who will keep a check on all the necessary aspects,
thereby, maintain a record and supervise anti-contagion measures. This desk will monitor the people of the crew. In case, any crew member is found ill, same to be reported to the nearest health centre immediately.

11. Besides this, every member will have to follow the COVID-19 protocol, by submitting the consent form about fitness and health declaration, also to declare if he/she has been attending to Covid 19 Positive patient/s and travel history.

12. Actors and crew members will have to adhere to filming protocols, both for fiction and non-fiction shows with proper zoning, scheduling of the shifts, social distancing.

13. Zones in the Shooting area to be defined as per the requirement of the Shooting respectively taking into consideration the social distancing norms

14. Casting will be conducted online and the respective teams can follow one of the two options, where the candidate can either tape or send their audition (which can be checked later by the team) or through video-calls. These conversations with casting director or team have to be recorded and stored safely in drives or computers,

15. Locations will be chosen taking into consideration if the locality falls in or near containment zones. Permissions and approvals shall be given only for safe zones.

16. Any pre-production work and scouting location should be done with minimum staff and vehicles can be shared keeping government guidelines in mind,

17. Entire crew to be well educated in regards to rules and regulations that are to be followed on sets while shooting.

18. All the departments working on set should follow social distancing, health and safety measures as defined by the Government for COVID-19. The Manpower/Crew members to be assigned to these departments taking into consideration these parameters.

19. Any pregnant employee should not be allowed on the set.

20. Crew coming from outside state should follow all the SOP’s /rules and regulations pertaining to the entry in the state as defined by the Government of Rajasthan at the time of entry to the State.

21. The number of crew members should not exceed 50, as has been prescribed for other social, cultural and religious functions.
2. Shooting Related Permissions.

a. Permissions required for the shooting shall be the responsibility of the concerning Line Producers and in case of production houses of Rajasthan, the responsibility lies with film producer.

b. All the necessary permissions shall be taken as per the Film shooting permissions norms of the Department of Tourism, Govt. of Rajasthan. However, the Film shooting norms, SOP’s applicable for the shooting during pandemic as stated / notified should be followed strictly.

c. Line Producer / Producer is responsible to ensure that all the necessary precautions as defined and all the rules and regulations are followed and carried out without any deviation.

d. Film shooting permissions are applicable for both private or public places and the same is also applicable for the production houses of Rajasthan.

e. Film Shootings in the Containment zones, Buffer Zones and any other such area as decided by the government will not be permitted and if any area is declared so after the permission has been granted, the same will stand withdrawn immediately from the date of issue of such Order.

f. Shooting may be preferred in the open areas, away from the residential areas and densely populated areas.

g. Installation of the Aarogya Setu app on mobile phones shall be mandatory for all persons involved in shooting, shooting permissions and related ancillary activities.

h. Permissions issued for the shooting will be based on the situation of the area where the shoot is requested.

i. Permissions will be withdrawn if the production house fails to abide by the defined rules and regulations.
3. Documents Required

Following documents to be submitted while acquiring permissions for shooting apart from existing procedure and documentation:

1. Shooting Schedule
2. Details of the Crew Travelling from out of State. Permissions and Clearance document from the competent authority to be submitted.
3. Names and details of all the crew members
4. Undertaking to be submitted by the production houses for abiding to all the rules & regulation / SOP of the Government of Rajasthan.
5. All the permissions and approvals required for the travel, transport, health and safety etc. as per the Government to be acquired and the copy of the same to be attached to the Shooting permission request form.

All the terms and conditions, SOP's & Guidelines that are defined by the Ministry of Home Affairs, Gol & Department of Home, Government of Rajasthan on rules and regulations that are applicable for film shooting such as Health & Safety, Travel and transport etc. should be followed without any deviation.

Government may intimate any amendment or change in any of the requirements to issue film shooting permissions as and when required which should be followed without any deviation.

4. Filming at Private Locations

1. Shootings can be carried out in private locations, subject to agreement with / consent of the property owner.
2. The production House shall ensure that the location is disinfected/sanitized, before, during and after filming.
3. The access of technical and artistic team employees shall be limited and specified well in advance.

(Alok Gupta)
Commissioner and
Principal Secretary, Tourism
TELANGANA
GOVERNMENT OF TELANGANA
ABSTRACT

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

G.O.Ms.No.16

HOME (GENL.) DEPARTMENT

Dated: 09-06-2020

Read -

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

***

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, cutlery 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
UTTARAKHAND
The maximum permissible capacity for indoor film shooting shall not be more than 50 persons. In the indoor as well as in outdoor shooting, physical distancing of at least 6 feet to be followed. However, there shall be no restriction on the number of persons in outdoor film shooting, subject to the above mentioned physical distancing condition and all norms of safety, social distancing and SOPs of State government, MoHFW and MHA are strictly complied with.

अतः सभी सम्बंधित उपरोक्त समस्त निर्देशों के साथ-साथ आदेश संख्या-329/USDMA/792(2020), दिनांक 20 जून, 2020 का कार्य अनुशंसा कराया जाना सुनिश्चित करेंगे।

मानविक,  
(वृ.प्र.मुनकाम्य) प्रधान सचिव

संख्या: /USDMA/792(2020) एवं तदानिन्दित।
निम्नलिखित की सूचना एवं आवश्यक कार्यवाही हेतु प्रस्तुत—
1. सचिव, श्री राज्यपाल, उत्तराखंड।
2. सचिव, मा. मुख्यमंत्री जी, उत्तराखंड।
3. समस्त अपर गृह सचिव, उत्तराखंड शासन।
4. समस्त प्रमुख सचिव /सचिव, सचिव (प्रभारी) उत्तराखंड शासन।
5. सचिव, विधानसभा, उत्तराखंड।
6. महाशिवरात्र, मा. उर्च्छ नवरात्र, नैनीताल।
7. सचिव, गोष्ट (मतिदीनर्घक्ष), विधान, उत्तराखंड शासन।
8. समस्त निर्देशनी सचिव, मा. मंत्री जी को मा. मंत्री जी के संज्ञानार्थ प्रवृत्त।
9. स्टॉफ आफिसर, गृह सचिव, उत्तराखंड शासन।
10. सम्बंधित पत्रावली।

(प्र.प्र.मुनकाम्य) प्रधान सचिव
उत्तराखंड राज्य आपदा प्रबन्धन प्राधिकरण
सचिवालय परिसर, देहरादून
संख्या – 391/USDMA-792(2020)
dेहरादून: दिनांक 10 जून, 2020

आदेश

महानिदेशक, सूचना एवं लोक सम्पर्क विभाग के पत्र संख्या 70/सू. एवं लो सं. वि (फी.विज्ञान) 05/2020 दिनांक 10 जून, 2020 के क्रम में राज्य में फिल्मों की शूटिंग हेतु उत्तराखंड फिल्म विकास परिषद् द्वारा कोविड-19 के दृष्टिगत शूटिंग हेतु दिशा-निर्देश तैयार किये गये हैं। उक्त के क्रम में उत्तराखंड राज्य आपदा प्रबन्धन प्राधिकरण द्वारा आपदा प्रबन्धन अधिनियम-2005 का धारा (18) का अनुपालन करते हुए तैयार "उत्तराखंड राज्य में फिल्मों की शूटिंग" हेतु मानक प्रचालन कार्यविधि (एस.ओ. पी.) के अनुसार यथोचित कार्यवाही किया जाना सुनिश्चित करें।

संलग्नक उपरोक्तानुसार

(उत्पल कुमार सिंह)
मुख्य सचिव

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु:—

1. सचिव, माठ मुख्यमंत्री को माठ मुख्यमंत्री महोत्सव के संग्रामार्थ।
2. समस्त अपर मुख्य सचिव /प्रमुख सचिव /सचिव, उत्तराखंड शासन।
3. पुलिस महानिदेशक, उत्तराखंड।
4. स्थानीक आयुक्त, उत्तराखंड।
5. मण्डल आयुक्त, कुमाऊं एवं गढ़वाल।
6. समस्त जिलाधिकारी /वरिष्ठ पुलिस अधीक्षक, उत्तराखंड।
7. महानिदेशक, सूचना एवं लोकसंपर्क विभाग, उत्तराखंड।

(उत्पल कुमार सिंह)
मुख्य सचिव
STANDARD OPERATING PROCEDURES FOR
FILM SHOOTING IN UTTARAKHAND
(Reference to Covid-19)

Uttarakhand Film Development Council &
Department of Information & Public Relations
Government of Uttarakhand
The District Administration shall ensure that mechanism is put in place for monitoring of the following activities during Film Shooting in various districts of Uttarakhand. In case of violation, the district administration shall ensure enforcement of concerned sections of Disaster Management Act, 2005, the Epidemic Diseases Act, 1897 and IPC.

1. **Generic Preventive Measures**

1.1. All the Production Units/ Film Shooting Units/ audio-visual sectors working in Uttarakhand shall take suitable measures to restrict transmission of COVID-19, while hiring various services.

1.2. The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (crew and staff) in these places at all times. These include:

   - Physical distancing of at least 6 feet to be maintained as far as feasible.
   - Use of face covers/masks to be made mandatory.
   - 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) , wherever feasible.
   - 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.
   - Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
   - Spitting in public places shall be strictly prohibited.
   - Installation and use of Aarogya Setuapp shall be advised to all.

2. **Health & Safety Rules at Locations and Film Sets**

2.1. Producers or Line Producers before entering the state or while moving from one district to another within the state shall mandatorily get themselves and his/her entire crew registered on the web portal (https://dsclservices.in/uttarakhand-migrant-registration.php).

2.2. The Head of the Production Company/ Film Shooting Unit/ audio-visual sector shall submit an undertaking in the office of the Director General, Information & Public Relations, Uttarakhand regarding compliance of all safety norms/ SoPs issued by the state government and MHA, MoHFW, GoI., along with the above undertaking, the Production Units/ Film Shooting Units/ audio-visual sectors shall provide the following details;

   a. Name of Film Production House:
   b. Name and Mobile Number of the Team Leader visiting the State:
   c. Name and Mobile Number of Compliance Officer:
   d. Name of the Cast:
   e. List of Crew Members containing name and other details:
   f. Mobile number of Crew Members:

SoPs for Film Shooting in Uttarakhand - Reference to Covid-19
Version-1 Order No. 329 Dated, 20 / 6 /2020
g. No. of days and date of shooting in the state:
h. Name of the Hotel/accommodation where cast will stay during shooting:
i. Name of the Hotel/accommodation where crew members will stay during shooting:
j. Name of shooting locations:
k. Mode of travel (by Air/Train/car/bus)

2.3. The Director General, Information & Public Relations, Uttarakhand shall necessarily provide a copy of the permission for shooting of the film and information of the Shooting Unit as mentioned at para -2.2 to the District Administration.

2.4. The production company shall designate a Nodal person for Covid-19, who shall be responsible for maintaining a database throughout the filming period, which will include details of the activities carried out, time schedule and persons who accessed the set, disinfection procedures, availability of PPE materials, thermal records, etc. This database shall be updated and made available to the concerned authorities, as and when required.

2.5. The Head of Production Unit/Film Shooting Unit/audio-visual sector must prepare a Contingency Plan or General Protocol on Occupational Safety and Health related to COVID-19, to include the specific preventive and protective measures for each work space and job, taking into account the health conditions of people involved in various activities (These should be done in compliance of the MoHFW, MHA and State government guidelines).

2.6. Training shall be imparted to all members of the Production Units/Film Shooting Units/audio-visual sectors, regarding preventive measures for Covid-19 by the respective production houses.

2.7. Ensure thermal screening of all crew members/staff on a daily basis, using a non-contact thermometer/fever guns.

2.8. Film shooting shall not be allowed in the containment zone. The Head of the Film Shooting Unit/audio-visual sector shall ensure that no member of his/her team/crew belongs to the containment zone of the district.

2.9. The Head of the Production Unit/Film Shooting Unit/audio-visual sector shall ensure that employees, technical crew and characters/performing actors/actresses (wherever feasible) shall wear masks, gloves and other personal protective gears at all times and are also sensitized to strictly adhere to the norms of safety and social distancing as per guidelines of MHA and MoHFW, Government of India and State government.

2.10. If any member of the Film Shooting Unit is found exhibiting symptoms of Covid-19, it shall be the responsibility of the Unit Head to intimate to the nearest health centre/local police/control room (SEOC/DEOC) to ensure requisite medical treatment for the concerned.

2.11. If any member of the Production Unit/Film Shooting Unit/audio-visual sector is found Covid positive, the Head of the Unit must inform the concerned District Administration/Health Authorities who in turn will follow the guidelines issued in such cases by MoHFW and MHA.
2.12. The member of the Production Unit/ Film Shooting Unit/ audio-visual sector will not intermingle with the local people or roam around in public places, unnecessarily.

2.13. Ensure adherence to all norms of safety and social distancing during film shooting, and also ensure that general public is not allowed to witness the film shooting activities, till further orders.

2.14. The Head of Production Unit/ Film Shooting Unit/ audio-visual sector shall ensure that persons above 65 years of age, pregnant women or those with previous medical conditions (such as high blood pressure, cardiovascular disease, diabetes, chronic lung diseases, cancer or any other serious illness), are not allowed to attend the workplace/shooting set. However, if any exemption to the above condition is required, then that shall be intimated duly to the District Administration for approval.

2.15. When the nature of the activity is such that interpersonal distance cannot be maintained, the Head of Film Shooting Unit/ audio-visual sector shall ensure that persons involved in such activities shall use protective equipment, appropriate to the level of risk, as a protection measure.

2.16. The Head of Production Unit/ Film Shooting Unit/ audio-visual sector shall ensure that a detailed work plan (preferably shift-wise) is prepared for employees to ensure social distancing (as per guidelines of state government L. No. 305/USDMA-792 (2020), dated 15th June, 2020) (Annexure-2).

2.17. All the asymptomatic crew members including producers and directors / Actors/ Actresses/ Junior artists of the Unit coming for the purpose of film shooting shall be exempted from point No. 3.3 and 3.4, of the L. No. 285/USDMA/792 (2020), dated 8th June, 2020, subject to condition that all norms of safety and social distancing as per MHA and MoHFW guidelines are strictly complied with (Enclosed at Annexure - 5).

3. Disinfection/Sanitisation of facilities

3.1. The Head of production company/ of Film Shooting Unit/ audio-visual sector shall ensure disinfection of facilities, sets, and locations as many times as necessary and especially at the time of opening and closing, strictly adhering to the guidelines of MoHFW (Annexure - 1).

3.2. The Head of the Production Company/ Film Shooting Unit/ audio-visual sector shall ensure cleaning and disinfection of common areas with special attention to furniture, railings, counters and other surfaces that are frequently touched.

4.3. The Head of the Production Company/ Film Shooting Unit/ audio-visual sector shall ensure that the restrooms/washrooms are cleaned and disinfected after every use.
4.4. The Head of the Production Company/ Film Shooting Unit/ audio-visual sector shall ensure physical protection barriers during disinfection, as and when required.

4.4.1. Only identified persons like "essential technical and artistic filming team (including extras)" shall have access to the film sets.

4.5. The maximum permissible capacity of not more than 15 in indoor or 30 in outdoor shoots must be fully complied with.

4.6. Disinfectant gels/ sanitizers/ masks/ gloves and other protective gears and PPE shall be made available at the film set by the Head of Production Company/ Film Shooting Unit/ audio-visual sector.

4.7. Used masks, PPE or other such disposable articles shall be treated/ disposed off as per the guidelines of MoHFW/ State government.

4.8. All instruments, work equipments and stage elements must be disinfected regularly before every use or whenever necessary.

5. Make-up, Hairdresser and Vestry

5.1. The Head of the Production Company/ Film Shooting Unit/ audio-visual sector shall ensure complete sanitization of the premises, including vestry, on a daily basis. Also, makeup, hairdressing and other such activities shall be performed in strict compliance of the guidelines of State government, L. No. 308/USDMA-792 (2020), dated 15\textsuperscript{th} June, 2020 (Annexure-4).

5.2. They shall ensure that artists and other members wear masks, face shields and/or disposable gloves and other personal protective gears at all times (mandatory during working hours).

5.2.1. Hand sanitizers may be kept at the entrance points and also in all restrooms, waiting rooms, vestry, washrooms and also film sets.

5.2.2. The makeup & hairdressing crew shall use disposable smocks and dispose of the smock after each use. They may use plastic smocks and ensure that its disposal is done as per MoHFW guidelines (Annexure-1).

5.2.3. Neck strips/towels shall not be used without disinfecting after every use.

6. Food arrangements and Catering services

6.1. All catering personnel to wear appropriate protective gears at all times, while preparing and handling food.

6.2. Staff is advised to carry home prepared food, wherever possible and maintain social distancing at eating points/ cafeteria.

6.3. The seating should be arranged in a manner so that social distancing is maintained with others, while having food.

6.4. Tables shall be sanitized between each use.

6.5. Tea, coffee and other beverages to be supplied through vending machines, as far as possible.
6.6. Consider staggering lunch/ snack breaks to ensure Social Distancing

7. Transport & Logistics:

7.1. Vehicles used for shooting shall be properly sanitized before and after movement, as per MoHFW guidelines (Annexure-1).

7.2. All such vehicles deployed for film shooting shall display Dos and Don’ts regarding Covid-19 awareness and all members of the Film Shooting Unit shall be encouraged to download Arogya Setu App on their mobiles.

7.3. The permissible time limit/ restrictions on movement as decided by the concerned District Administrations, shall be strictly complied with.

7.4. Wearing masks shall be compulsory while travelling, with strict compliance to the guidelines issued by Department of Transport (GoU).

7.5. Appropriate mechanism shall be developed for the transport of actors/actresses/ co-workers/ junior artists, etc. from the workplaces to the film locations with minimum possible risk.

7.6. Travel arrangements for the cast and crew to the shooting location shall be arranged by the production House as per the protocol of District Administration.

8. Accomodation

8.1. The production house shall identify nearby facilities like Hotel or apartments for accommodation of the crew members including producers and directors / actors/ Actresses/ Junior artists of the Unit shall be exempted from point No. 1.2 and 1.3. of the L. No. 281/ USDMA-792 (2020), dated 7th June, 2020 (Order enclosed at Annexure-3), subject to condition that all norms of safety and social distancing as per MHA and MoHFW guidelines are strictly complied with.

8.2. The Head of Production Company/ Film Shooting Unit/ audio-visual sector shall ensure that the premises are used exclusively for the shooting crew.

9. Filming at Private Locations

9.1. Shootings can be carried out in private locations, subject to agreement with the property.

9.2. The production House shall ensure that the location is disinfected/sanitized, before and after filming.

9.3. The access of technical and artistic team employees shall be limited and specified well in advance.

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