COVID-19 – GENERAL INFORMATION

COVID-19 is an acronym for 'coronavirus disease 2019', a novel respiratory virus. COVID-19 is part of a family of coronaviruses which can cause illness in humans and animals. COVID-19 is a new strain of coronavirus. Individuals with mild cases can generally manage their symptoms through rest and recuperation at home. However, in severe cases, hospitalisation and intensive care may be necessary. Complications of COVID-19 can be fatal. Importantly, COVID-19 is highly infectious as it can be transmitted indirectly, as well as through direct contact.

Symptoms
There is no conclusive set of symptoms which will indicate whether a person has COVID-19. At the moment, a test is needed to confirm a diagnosis of COVID-19. However, there are a set of common and less common symptoms which patients generally present with:

> **Common**
> - Fever
> - Dry cough Tiredness
>
> **Less Common**
> - Aches and pains Sore throat Diarrhoea Conjunctivitis Headache
> - Loss of taste or sense of smell Skin rash
> - Discolouration of fingers or toes
> - In severe cases, a person may have breathing difficulties or develop pneumonia.

Generally, the average time for symptoms to manifest is thought to be 5 – 6 days after infection. However, it is important to note that this is only on average. Some people who contract COVID-19 may not present any symptoms at all but will still be able to spread the virus. On the other hand, some individuals will present with symptoms after the sixth day past infection. At the moment, the medical consensus seems to be that where a person with COVID-19 does display symptoms, this will be within a 14-day window.

How COVID-19 Spreads
Currently, it is understood that COVID-19 spreads in the following ways:
• Direct contact with a person while they are infectious
• Direct or indirect contact with respiratory droplets (such as when a person coughs or sneezes)
• Direct contact with objects and surfaces which are contaminated by respiratory droplets

Resources
For further information, please refer to the following resources:

- National Coronavirus Helpline 1800 020 080
- ACT Health Department Helpline (02) 5124 9213
- https://www.covid19.act.gov.au/home

COVID-19 MITIGATION PRACTICES FOR YOUR FILM SHOOT

COVID-19 needs to be managed and monitored carefully, through all aspects of your film production. The following are recommendations. Check the ACT Govt Covid-19 webiste for more information, any requirements and guidelines for how to minimise the chance of spread: https://www.covid19.act.gov.au/home

THE PRODUCER OF THE FILM WILL BE RESPONSIBLE FOR:
- Ensuring the team practices physical distancing where possible
- Ensuring the team maintain good hygiene
- Collecting and maintaining contact information for every person in physical contact with the production to facilitate contact tracing. THIS CONTACT INFORMATION NEEDS TO BE FILLED OUT EVERY DAY OF YOUR SHOOT. IT WILL ALSO NEED TO BE SUBMITTED WITH YOUR FILM ON MARCH 1ST. IF YOU DON'T SUBMIT THIS DOCUMENT WITH YOUR FILM, YOUR FILM WILL BE DISQUALIFIED. A TEMPLATE IS AT THE END OF THIS DOCUMENT.

PHYSICAL DISTANCING
- Physical distancing of 1.5m should be maintained whenever possible
- Face masks should be worn by all on-set cast and crew whenever possible
- Consider changes to the action to limit the number of people required in any space
- Minimise the number of people present at the shoot or any meetings
- Ensure there is not more than 1 person per 4 square metres of floor space, where possible
- Limit the number of people in all areas to essential personnel only
- Rearrange the physical space to facilitate physical distancing, including a marking system to indicate 1.5 metres distance (particularly for areas where people stand or queue in close proximity)
- Conduct meetings by videoconferencing software or phone where possible
- Advise your team that they should not greet each other through physical contact

HYGIENE
- Set up hygiene stations (with either soap and water or sanitiser) at entries to the set and meeting spaces
- Put up signage with correct hygiene protocols, such as correct hand-washing technique. Free posters and signage are available here: https://www.covid19.act.gov.au/signs-and-factsheets
- Supply your team with disinfectant to sanitise their equipment, workspaces and any personal property brought to work (such as phones and sunglasses). Ensure a regular, sufficient supply of sanitiser and hygiene products is available at all times
- Ensure your team does not share equipment, to the extent possible
- Ensure that all bathrooms and sinks have hand wash, paper towels and a suitable bin
- Implement a regular cleaning schedule to sanitise high touch surfaces
- Advise your team on hygienic practices when coughing or sneezing (such as coughing / sneezing
- into a tissue and disposing it immediately, or coughing into an elbow)
- Undertake deep cleaning at the end of each day (including any common touch areas eg door handles)

OTHER ARRANGEMENTS
- Ensure that team members who are unwell with any cold / flu symptoms do not attend your shoot
- Film outdoors, rather than indoors, where possible
- Optimise ventilation in all spaces you are working in
- Ensure that your team have access to personal equipment to minimise sharing

HEALTH MONITORING
- Put up signage about the symptoms of COVID-19
- Advise your team not to attend the set if they are unwell
- Advise your team to report to the Producer immediately if they begin to feel unwell during the shoot
- Advise your team to report any contact with known cases of COVID-19
- Encourage team members to get tested if they are showing symptoms of COVID-19

PERSONAL PROTECTIVE EQUIPMENT
- Require use of appropriate PPE, such as masks, eye protection and gloves, for team members who are unable to maintain physical distancing for certain activities or where equipment must be shared (eg. makeup artists or sound recordists and cast).
- Ensure that single-use PPE is disposed of properly
- Ensure that a regular, sufficient supply of appropriate PPE is available

IF SOMEONE GETS COVID-19
If it appears a team member has COVID-19:
- Immediately isolate the person from others
  Provide them with a disposable mask (preferably P2/N95) to wear
- Notify ACT Health and follow all instructions and advice
- Ensure that the person has a means of transport to their home or a medical facility.
- Clean and disinfect the areas where the person and close contacts have been
  Prohibit persons from entering those areas until the process is complete
- Ensure that the persons undertaking the cleaning wear appropriate PPE.
- Advise the person to monitor their health over the next 14 days.

PRODUCTION TITLE:_____

PRODUCER/S NAMES :_____

PRODUCERS' CONTACT INFO:_____

This information is for contact tracing purposes only. This form needs to be filled out every day of the shoot.

Date	Time in	Time Out	Name	Phone/email