



INDIAN INSTITUTE OF TECHNOLOGY – ROORKEE

Standard Operating Procedure For Film Shooting

This documents aims to provide interim guidance about safety measures to be taken during any Film Shooting with respect to G.O. SoP for Film Shooting, Order No. 329/USDMA/792(2020) & Annexure of SoP for Film Shooting in Uttarakhand. Therefore, the following points shall be taken care regarding Film Shooting in IITR campus.

Any violation of mentioned guidelines will attract actions by the district administration under sections of Disaster Management Act, 2005, the Epidemic Diseases Act, 1897 and IPC.

1. Generic Preventive Measures

1.1. The Production Units/ Film Shooting units/ audio-visual agencies shall take suitable measures to restrict transmission of COVID-19, while hiring various services from other agencies from Uttarakhand or other states/high load Covid19 cities.

1.2. The Production Units/ Film Shooting units/ audio-visual agencies shall share its shooting agenda and desired locations where they want to shoot to administration of IITR. The IITR management on considering all safety aspects for Covid19 will allow or deny the locations of shooting.

1.3. The generic measures include simple public health measures that are to be followed by production Units/Film Shootings units/audio-visual agencies to reduce the risk of COVID-19. These measures need to be observed by all (crew and staff) in the campus 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.

- **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 (a punishable offence under the Disaster Management Act).
- Installation and use of **Aarogya Setu app** shall be advised to all on IITR Campus.
- At arrival of inbound visitors with his/her own car at campus gate, it would be mandatory to disinfecting the entire vehicle properly. Without this entry of the vehicle will be not allowed.

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 (Portal-<http://dsclservices.org.in/apply.php>).

2.2. The Head of the Production Company/ Film Shooting Unit/ audio-visual agency 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. Also the agencies will have to submit one copy of the

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:
- g. No. of days and date of shooting in the state:
- h. Name of the Hotel/accommodation where cast will stay during shooting:
- 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/ Film Shooting Unit/ audio-visual agency shall after approval from Administration Department (IIT-Roorkee) ,submit copies of permission letter along with undertaking (as per para-2.2) to Safety & Security office for the purpose of campus entry permission & record keeping.
- 2.5. On arrival, Thermal scanning of all crew members of the production company/agency will be done by security team. In case of case of any abnormalities the security team will have right to restrict the entry of the respective crew member.
- 2.6. All members of the production company/agency on arrival at IITR gate shall be taken to institute hospital routine checkup for any symptoms of Covid19.This will be done on daily basis till the number of days the shooting lasts.
- 2.7. 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 data base shall be updated and made available to the concerned authorities & Institute hospital (IITR) as and when required.
- 2.8. The Head of Production Unit/ Film Shooting Unit/ audio-visual agency 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 allocated at IITR campus, 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). The contingency plan must be

shared to Administration (IITR), which will be forwarded to Security & Safety office for review & record keeping.

- 2.9. The Head of Production Unit/ Film Shooting Unit/ audio-visual agency ensure that training on preventive measures, contingency & awareness session for Covid-19 shall be imparted to all crew members of the Production.
- 2.10. The Head of the Film Shooting Unit/ audio-visual agencies shall ensure that no member of his/ her team/ crew belongs to the containment zone of the district.
- 2.11. The Head of the Production Unit/ Film Shooting Unit/ audio-visual agency 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 inside the IITR campus 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.
- 2.12. 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 (State/District Emergency Operation Centre (SEOC/DEOC)) to ensure requisite medical treatment for the concerned.
- 2.13. If any member of the Production Unit/ Film Shooting Unit/ audio-visual agency 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.
- 2.14. 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.
- 2.15. The Head of Production Unit/ Film Shooting Unit/ audio-visual agency shall ensure that persons above 65 years of age, pregnant women or those with previous medical conditions (comorbidity) (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 & copy of approval letter shall be provided to administration (IITR).

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

2.18. If shooting to be done in shifts, then the Head of Production Unit/ Film Shooting Unit/ audio-visual agency 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).

2.19. 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).

2.20. The hospitality services of the Production Unit shall strictly adhere to the SOP prepared by Department of Tourism, Government of Uttarakhand.

2.21. The Head of Film Shooting Unit/ audio-visual agency shall ensure that the use of elevators shall be limited only to the essential services; stairs may be preferably used.

3. Disinfection/Sanitization of facilities:

3.1. The Head of production company/ of Film Shooting Unit/ audio-visual agency or IITR sanitization dept 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 agency shall ensure cleaning and disinfection of common areas with special attention to furniture, railings, counters and other surfaces that are frequently touched.
- 3.3. It has to be ensured that there must be separate restrooms/washrooms for members & ensured by the Head of the Production Company/ Film Shooting Unit/ audio-visual agency (i.e. availability of vanity van with attached washroom or portable washroom).
- 3.4. The Head of the Production Company/ Film Shooting Unit/ audio-visual agency shall ensure physical protection barriers during disinfection, as and when required.
 - 3.4.1. Only identified persons like "essential technical and artistic filming team (including extras)" shall have access to the film sets.
- 3.5. The maximum permissible capacity of not more than 15 in indoor or 30 in outdoor shoots must be fully complied with.
- 3.6. 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 agency.
- 3.7. Used masks, PPE or other such disposable articles shall be treated/ disposed off as per the guidelines of MoHFW/ State government.
- 3.8. All instruments, work equipment's and stage elements must be disinfected regularly before every use or whenever necessary.

4. Make-up, Hairdresser and Vestry:

- 4.1. The Head of the Production Company/ Film Shooting Unit/ audio-visual agency 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 15th June, 2020 (Annexure-4).
- 4.2. 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).

- 4.2.1. Hand sanitizers may be kept at the entrance points and also in all restrooms, waiting rooms, vestry, washrooms and also film sets.
- 4.2.2. 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-I).
- 4.2.3. Neck strips/towels shall not be used without disinfecting after every use.

5. Food arrangements and Catering services:

- 5.1. Arrangement of foods & refreshment shall be responsibility of the Head of the Production Company/ Film Shooting Unit/ audio-visual agency. All catering personnel to wear appropriate protective gears at all times, while preparing and handling food.
- 5.2. Staff is advised to carry home prepared food, wherever possible and maintain social distancing at eating points/ cafeteria.
- 5.3. The seating should be arranged in a manner so that social distancing is maintained with others, while having food.
- 5.4. Tables shall be sanitized between each use.
- 5.5. Tea, coffee and other beverages to be supplied through vending machines, as far as possible.
- 5.6. Consider staggering lunch/ snack breaks to ensure Social Distancing.

6. Transport & Logistics:

- 6.1. Vehicles used for shooting shall be properly sanitized before and after movement, as per MoHFW guidelines (Annexure-1).
- 6.2. 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.
- 6.3. The permissible time limit/ restrictions on movement as decided by the concerned District Administrations & IITR Administration shall be strictly complied with.

- 6.4. Wearing masks shall be compulsory while travelling, with strict compliance to the guidelines.
- 6.5. 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.
- 6.6. 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.

7. Accommodation:

- 7.1. 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.
- 7.2. The Head of Production Company/ Film Shooting Unit/ audio-visual agency shall ensure that the premises are used exclusively for the shooting crew.

8. Filming at IIT-Roorkee Campus:

- 8.1. Shootings can be carried out in IITR campus, subject to approval & agreement with the administration of institute.
- 8.2. The production House shall ensure that the location is disinfected / sanitized, before and after filming & adherence of all guidelines mentioned in above.
- 8.3. The access of technical and artistic team employees shall be limited and specified well in advance to institute Administration.
