

Dear Valued Production Partner,

Over the last few weeks our utmost priority has been the health, safety and wellbeing of everyone involved in the production of the content we commission.

As a result of the worldwide COVID-19 pandemic, we have had to review our production priorities and processes right across the board and, as a trusted production partner, we naturally expect you have been doing the same in order to comply with Government guidelines and best practice.

In respect of any current or planned production activity, we trust that you are diligently monitoring all local guidance and laws, as well as keeping up to date with best practice in relation to COVID-19 risk, with a view to developing a production safety plan for when production commences. The production safety plan should include a risk assessment specific to the filming location.

Now that the Government has published its [recovery strategy](#), along with guidelines on [social distancing](#) and [working safely](#) we would encourage you to review your plans and, in addition ask you to consider implementing where appropriate the non-exhaustive list of measures below;

**Screening** of talent, crew and other personnel; potentially including, for example, temperature checks, diagnostic testing and questionnaires. Consideration should be given to who conducts the screening and testing, what information is collected and maintained, and complying with Data Protection and other legal/regulatory requirements.

**Safety Training Advice** to be provided to all talent, crew and other personnel, such advice shall potentially include infection prevention, protocol in the event of symptoms or a positive diagnosis, escalation path for questions or concerns, and the use of personal protective equipment.

**Social Distancing Plan**, including, for example, a no visitor policy, reducing the number of crew when possible and in accordance with collective bargaining agreements, working in pods, staggering schedules, working remotely when possible and conducting virtual meetings and writers' rooms, making changes to close proximity work (i.e. hair and make-up, wardrobe) and limiting those permitted in smaller location spaces or studios

**Personal Protective Equipment** in an amount adequate for the duration of production and the number of personnel, including, for example, face coverings/masks/face shields, gloves, goggles/eye protection, disinfectant wipes and hand sanitiser.

**Health and Safety Coordinator**, knowledgeable regarding COVID-19, to help ensure there is adequate training, awareness, monitoring and compliance. This individual should where possible, be focused fully on COVID-19 issues.

**Enhanced Cleaning and Disinfection Protocols** including, but not limited to, daily cleaning by a suitable vendor, frequent sanitisation of commonly touched surfaces, and adequate hand washing facilities.

**Food Services Protocols** including, but not limited to, vetting of craft services vendors; elimination of all communal food and drink; and utilization of disposable plates, cups and utensils.

**Continuity plan** in case of an outbreak, including but not limited to, a contact tracing plan which may necessitate a daily log of personnel.

**Travel procedures** including, but not limited to, permitting travel only for essential cast and key personnel; researching immigration laws and orders; using local crews and producing partners as much as possible; using remote video and videoconference technology in lieu of on-site participation in scouts, meetings, etc.

The production manager should have a plan to limit entrances and exits to the set, hair and make-up stations and maintain a plan for restricting cast and crew to certain locations while on set.

We would also recommend that you familiarise yourself with the new industry wide guidance for producing television safely during Covid-19, which has been devised in partnership with a number of broadcast partners, COBA and PACT. Published today, the full guidelines can be found here: <https://programmemanagement.channel5.com/>

Please contact Nan Whittingham & Terri Nicholson immediately in the event of any confirmed case of Covid-19 on your set, or if you have any questions about the above- mentioned categories.

In the present circumstances we are reserving the right to ask our production partners to supply us on our request with a copy of any relevant production safety plan.

We truly believe that it should be possible for us to work together to continue to put great content on screen, even in these extraordinarily challenging times and that, with your continued support and diligence, we can maintain our commitment to the strength of our editorial output, but at the same time manage COVID-19 risk and help ensure the safety of everyone involved.

Kind regards

**Ben Frow**  
**Director of Programming**

*As of 15 May 2020*

*NB this document is provided for informational purposes only and does not constitute legal advice. Neither the contents of this document, nor any comments or suggestions we subsequently provide in relation to any production safety plan we receive, will vary or waive the terms of any relevant production agreement you have entered into with Channel 5 Broadcasting Limited. We are not responsible for the contents of external websites, or documents of 3<sup>rd</sup> parties. Please discuss with your independent legal advisors and health/safety experts in determining the appropriate steps to take to mitigate production risk.*