



## **SAGE GUIDELINES FOR POST-PRODUCTION UNDER COVID-19 RESTRICTIONS**

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South African Guild of Editors

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*These protocol guidelines for the film and television production sector aim to provide a safe workplace and to minimise the risk of COVID-19 while working in the screen sector.*

*These guidelines are subject to revision and amendment from time to time, depending on their proven efficacy in the production and post-production environment, and changes in government regulations*

## **GENERAL PRACTICES**

- Anyone who can work from home without compromising the production must do so;
- Everyone entering the workplace will be screened for Covid-19 symptoms and have their hands sanitised;
- The identification and protection of vulnerable employees is mandatory;
- All work environments will adhere to the strictest sanitisation protocols and will have hand sanitiser and hand washing facilities with soap readily available;
- All production and post-production personnel will wear masks at all times;
- Social distancing measures will be introduced;
- All production personnel will be informed of protocols and relevant information will be prominently displayed, with non-compliance and disciplinary procedures clearly stated;
- Individual productions will have their own Covid-ready workplace plans, of which these protocols will form part, and
- All members of SASFED are expected to adhere to the protocols as set out hereafter.
- Every member of the production and post-production personnel has an individual responsibility and duty to adhere to the production and post-production protocols in a collective effort to prevent the transmission of Covid-19.

Here is the link with the Screen Sector Health & Safety Protocols and the Indemnity and Privacy template documents that have been developed by SASFED - Version 2 September 2021. If a production requests that any production and post-production personnel sign an Indemnity, then that production has to commit to keeping each member of personnel as safe as possible.

[SASFED Protocol for the Film & TV Industry under Covid 19 Restrictions](#)



## POST-PRODUCTION COVID-19 REVISED GUIDELINES FOR LEVEL 3

### 1. REMOTE WORKING

- *Enhanced Public Health - Industries are encouraged to adopt a work-from-home strategy where possible, and all staff who can work remotely must be allowed to do so.*
- Currently safe working conditions for post-production are best achieved by setting up remote workspaces and distributed workflows, and severely limiting the number of workers and visitors to business premises.
- Visitors to temporary remote workspaces must be discouraged. Video-conferencing can be used for interaction between teams, viewings can be set up using secure remote viewing capabilities or using a secure site for upload, according to agreed upon security protocols.
- When workers are required to enter private dwellings for the delivery, installation or de-rig of equipment, they must comply with the specific government guidance for technicians performing services in people's homes, such as the wearing of masks, hand sanitising and social distancing.
- Hard drives to be delivered from set will be handled observing all gear sanitising protocols and by a limited number of crew, preferably only the DIT, then placed immediately into a sterile bag and then into disposable outer packaging for delivery to remote work spaces.
- Couriers to observe social distancing and sanitising protocols when delivering any items to remote workspaces.
- All script supervision and other post-production documents to be supplied electronically.
- Extra cost considerations and scheduling updates of remote working to include but not limited to data/internet for uploads and downloads, extra software and hardware costs, remote working downtime in the case of load shedding, flexible scheduling to take the extra time for uploads and downloads into account.

### 2. SECURITY AND CONFIDENTIALITY FOR REMOTE WORKING

- Any remote workstation must be compliant with any electronic and physical content security agreement between the production company and post-production professional.



- Viewings can be set up using secure remote viewing capabilities or using a secure site for upload, according to agreed upon security protocols and access.
- It is recommended that companies consider an agreed upon work-from-home policy update to ensure that:
  - workstation screens are positioned so as not to be visible to unauthorised persons, whether from inside or outside of the property
  - at no point will the screens be shared with anyone else
  - at no point will the work be discussed with, viewed by, or otherwise accessed by any household member outside of the security agreement.
  - if necessary, extend any NDA coverage to other household members.
  - no screenshots are taken, whether on the workstation or by mobile device
  - compliance with any provisions of the security agreement prohibiting copying or downloading of content and uploading content to unauthorised locations

### 3. WORKING FROM PREMISES

- If remote working is for any reason not possible then the same risk assessment, health and safety protocols and oversight for safe production sets as detailed in the SASFED Screen Sector Protocols shall be extended to post-production workspaces, as well as to include:
  - Hand washing facilities at entrance and exit of premises
  - Anyone entering the workplace to be screened for Covid-19 symptoms
  - Wearing of cloth masks at all times
  - Regular hand washing, regular deep cleansing of the premises and regular surface cleaning
  - Toilet use protocols for social distancing
  - Sanitising of equipment and gear, including mics, pop shields and headphones.
  - Well-ventilated work spaces
  - Screens or barriers if necessary
  - Allocation of suites and equipment so no sharing takes place
  - No hot-desking, no moving equipment unless sanitised
- Social distancing to include limiting the number of people in contact with each other, having fixed teams that do not mix, and if any work spaces have to be shared then working back-to-back or side-by-side.
- There should be no visitors, including clients. Clients must be made aware that there are many viable alternatives to viewings in person on business premises, such as remote viewing and conferencing technologies. Attendance in person must be the exception rather than the norm.



- For a critical screening requiring specialised and calibrated equipment the number of people attending must be limited, with all safety measures in place.
- Productions to go paperless wherever possible, so all script supervision and post-production documents are supplied electronically.

#### 4. CONTRACTS & SCHEDULING FOR COVID-19

The lockdown and Covid-19 regulations have put enormous pressure on productions, and SAGE and all its members acknowledge how difficult this has been for producers, and are always open to discussing and coming up with solutions. Many in the South African screen sector have seen work and income dry up during the lockdown, with insecurity and uncertainty throughout the value chain.

However, SAGE is concerned that the undue pressure on the budgets and schedules of productions that are gearing up again will see changes and addendums to contracts and deliverables that might end up compromising the health and safety of those working in post-production.

SAGE has guidelines on rates, hours and overtime on its website that constitute what SAGE considers best practice for post-production:

[https://www.editorsguildsa.org/pages/279-Rate\\_Card](https://www.editorsguildsa.org/pages/279-Rate_Card)