



COVID-19
PROTOCOL
**audiovisuele
sector**

NETHERLANDS COVID-19 PROTOCOL FOR THE AUDIOVISUAL SECTOR

Preamble

The different professions that are involved in audiovisual productions want to continue their work in a safe and responsible way. This is because of the direct and indirect economic interests and because of the vital cultural and social function of audiovisual productions: these act both as a connective tissue for society and as a source of information, amusement, emotion and reflection.

This protocol contains hygiene guidelines, precautionary and protective measures and rules of behaviour. Their purpose is to ensure that workplaces and work situations are as safe as possible during the COVID-19 pandemic. The protocol provides clarity to everyone who is involved in audiovisual productions, including professionals, businesses, public service and commercial broadcasters, clients, financiers, and insurers/guarantee funds.

The protocol focuses on the development, preproduction, production and postproduction of audiovisual productions in the broad sense of the term, both scripted and non-scripted, including news and informative programmes, entertainment, commercials, fiction, documentaries, animation, and interactive productions. It applies to various work situations, including filming in the studio and/or when on location indoors or outdoors. It also covers the way activities can continue to be performed safely at home.

The starting point for this protocol is the existing recommendations and measures published by the RIVM. This version is based on the state of affairs per 15 January 2022 and will in all cases be updated as soon as possible when new insights, recommendations or measures come into

force. The protocol is published on the websites of NAPA and NCP, as is the indicative risk assessment table and a list of Frequently Asked Questions.

Since every audiovisual production is different, in practice there may be a reason for parties to make a carefully considered departure from this protocol if the situation demands it. It is up to the parties involved to consider carefully whether - taking all precautionary measures into account - an audiovisual production can go ahead or be continued with. We recommend consulting the websites of Rijksoverheid and RIVM at all times for the up-to-date general measures and rules if there is an actual or suspected coronavirus infection. When shooting on location, it is also recommended to consult the current regulations in the relevant safety region and municipality.

Because of its role as a news provider of vital importance, the NOS broadcasting organisation has its own protocol (for employees, contractors, suppliers, and guests). When it comes to recording music, performing artists and (music and other) companies must comply with the protocols for performance art and orchestras.

Where the text has been modified compared to version 7.0, it is marked with an orange line.



Strategy

The protocol is based on the occupational hygiene strategy, aimed at compliance with hygiene regulations and limiting situations where work is done within 1.5 metres of each other. Schedules must be adapted to this as much as possible.

If a distance of 1.5 metres *cannot* be maintained, additional organisational and hygienic precautions must be taken to prevent contamination.

Work from home, unless that is impossible.

Preventive testing

For those involved in recordings, the task force strongly recommends - in *addition* to the precautionary measures laid down in the protocol - **preventive testing**. This means: testing for the presence of the coronavirus without the person concerned showing symptoms of COVID-19, in order to further reduce the risk of spreading the virus. This advice also applies to persons who have been fully vaccinated, who have received a booster vaccination or who have recovered after an infection.

Preventive testing is mandatory for persons involved in **high-risk situations**, i.e. intimate scenes with intensive physical contact, such as kissing or fight scenes (measure 48 of the protocol). Because of the higher degree of reliability, preventive testing should be carried out in these cases by means of a **PCR test**.

For all **other situations** (low + medium risk), it is advised to test preventively by means of antigen (rapid) tests, with a recommended frequency of at least twice a week. As long as a person does not develop symptoms and has not been in close contact with an infected person, daily testing is not necessary.

The reliability of a rapid or self-test depends to a large extent on whether it has been administered correctly. In order to safeguard the accuracy of the testing process and to increase the reliability of the result, we recommend that preventive testing by means of a rapid test or self-test takes place under the **supervision** of a doctor or nurse. In that case, this professional is responsible for the correct administration, use and analysis of the test. For reasons of privacy, tests must be administered in a separate room and the test result may only be read by the person being tested.

Preventive testing is not a reason to abandon the precautions described in the COVID-19 protocol. The basic precautions are the most important, including: do not come to work when you have corona-related symptoms and/or if you are a close contact of someone who has been diagnosed with corona, wash your hands often and well, keep 1,5 meters away from others, do not shake hands with other people, cough and sneeze into your elbow and ensure a good flow of fresh air.

Practical information can be found on the website [Werkgeverstesten.nl](https://www.werkgeverstesten.nl) (in Dutch only).

Ventilation

Ensure good ventilation. Open windows in indoor areas where people come together. Or make sure that the ventilation systems in buildings are set up in such a way that fresh air is brought into the building regularly. Follow at least the [Dutch Building Decree \('Bouwbesluit'\)](#) and the [national guidelines for the ventilation of buildings](#) (in Dutch only).



Face masks

Wearing a face mask is a [legal requirement](#) for everyone aged 13 and over in all public places, such as supermarkets, public transport and schools. In addition, it is recommended that you wear a face mask indoors and outdoors when it is difficult to maintain a distance of 1.5 metres. Wearing a face mask may also be mandatory in the workplace. Make sure the mask always covers the nose, mouth and chin.

Under certain conditions, an **exception** to the legal obligation to wear a face mask applies to video and sound recordings. Are you filming in a place where it is legally required to wear a face mask - for example, in public transport? Then this obligation does not apply to:

- * persons who participate in the recording of professional audiovisual productions, such as feature films, documentaries and series, in such a place;
- * recordings of radio and television programmes and online video content for public and commercial media organisations such as broadcasters.

The exception only applies to persons who actually appear on screen or on sound such as actors, actresses, presenters, candidates, experts, jury members and extras. The exception does not apply to members of the audience and persons who help behind the scenes with the recording, such as a cameraman, sound engineer or director. Furthermore, the exception only applies during the recording.

[Information regarding this exception](#) (in Dutch only).

Current

Since Saturday, 15 January 2022, the Dutch restrictions have been eased under certain conditions. The cultural sector remains closed, however.

For the audiovisual sector this means:

- * Activities on behalf of professional audiovisual productions are regarded by the government as regular business activities.
- * These activities may also be continued, subject to conditions, during the lockdown.
- * As from 19 December 2021, it is not permitted to admit members of the public to recordings of audiovisual productions.

Conditions

- * All parties involved must strictly comply with the COVID-19 protocol for the audiovisual sector.
- * Groups that are necessary for the continuation of the daily activities of companies, institutions and other organisations are exempt from the general regulations for groups.
- * (Executive) producers must be **EXTRA** critical as to **who does or does not need to be present** at the set or work location. Keep the number of people present as low as possible and guarantee a distance of 1.5 metres between them.
- * For employees involved in audiovisual productions, the basic principle is: work at home, unless there is really no other option. This also applies to office work. Avoid unnecessary travel.

Additional advice

- * Limit the contact between children and people over the age of 70 and other vulnerable populations.
- * Draw up a project plan for each production to specify how the protocol will be implemented.
- * When recording on location, always inform the municipality and/or Safety Region and (if applicable) local residents in advance in order to avoid ambiguity.
- * Clearly mark a filming location as a workplace and keep passers-by at a distance; for example, use construction fencing and other means such as information boards (by analogy with a building site).
- * Appoint one or more persons – in addition to the Health & Safety Officer – to supervise compliance with the protocol, for example in the function of crowd manager or fire watch.

Recording locations

Work on professional AV productions can take place in studio spaces equipped for this purpose as well as at other indoor and outdoor locations.

- * Recording studios, theatres, cinemas, museums, concert halls, monuments, music schools and the like are closed to the public for the time being. These buildings may, however, accommodate business activities and the employees involved. Rehearsals, recording in the studio or on location for professional audiovisual productions, streaming of performances and performances without an audience can therefore take place.
- * Always consult the current regulations in the relevant safety region and/or municipality where the recordings are planned. Additional measures may follow for regions where infection rates are high for a longer period of time. Take this into account when planning recordings for film and television productions.

Travel

When travelling to and from other countries, always check [Netherlandsworldwide.nl](https://netherlandsworldwide.nl) (EN) / [Nederlandwereldwijd.nl](https://nederlandwereldwijd.nl) (NL) for the current travel advice and the current regulations, also with regard to testing and quarantine obligations.

The situation can change rapidly, for example because the number of infections increases or because of a new variant of the virus. Travelling to countries marked orange or red is strongly discouraged.

- * The **European Digital Corona Certificate (DCC)** makes it easier for people to travel within the EU during the pandemic. The DCC is available through the CoronaCheck app.
- * Under certain conditions, an [exception to the EU-entry ban](#) and an [exception to the quarantine obligation](#) applies to persons travelling to or from the Netherlands in connection with activities of a Dutch cultural or creative institution or organisation.
 - For the exception to the entry ban you must be in possession of an [entry statement](#) (website in Dutch only).
 - For the exception to the quarantine obligation, you must have a [quarantine declaration](#) and a letter of invitation from the producer, broadcaster or institution concerned. If applicable, you can also make use of the exception for business travellers.

On the following pages, the RIVM guidelines are translated into general measures that must be taken in the different risk situations that are **LOW**, **MEDIUM** and **HIGH RISK**. This is shown in the annex's indicative risk assessment table for the different stages of an audiovisual production per *department/discipline* and for the associated *employment positions*. This table can be used as a tool for implementing the protocol in the form of a daily routine that can be geared to the characteristics of a specific audiovisual production.

PRECAUTIONARY MEASURES – LOW RISK

General

The following measures that are based on the guidelines issued by the Dutch government and the RIVM must always be complied with by employees, visitors and other external parties and persons who are present at various work locations such as at the office, in the studio and when filming on location indoors or outdoors and for different productions:

1. Wash your hands regularly, at least 6 times a day
 - * for 20 seconds with water and soap, then dry your hands thoroughly with a paper towel that you immediately dispose of or else use a disinfectant hand gel that contains at least 70% alcohol.
 - * Always do the above: before going outdoors, when coming home or at your workplace, after blowing your nose, after travelling on public transport, and of course before eating and after you have been to the toilet.
2. Don't touch your face at all or else do so as little as possible.
3. Cough and sneeze into the inside of your elbow.
4. Blow your nose in a paper handkerchief that you then dispose of and wash your hands.
5. Keep as much as possible 1.5 metres (2 armlengths) away from anyone not living in your house. Children up to the age of 12 do not have to keep a distance of 1.5 metres.
6. Don't shake any hands.
7. If you have any cold symptoms, such as nasal catarrh, runny nose, sneezing, sore throat, slight cough, sudden loss of smell and/or taste or raised temperature up to 38 degrees Celsius? Stay at home and make a test appointment; you can only go outside for this purpose. For housemates without symptoms, the rules that everyone in the Netherlands is subject to apply (see point 1-6). As soon as one of the other housemates also develops symptoms, this person should also be tested. Follow the quarantine regulations of the National Government and RIVM.
8. If you have cold symptoms and a fever (38 degrees Celsius or higher) and/or shortness of breath and you feel sicker? Stay at home and make a test appointment; you can only go outside for this purpose. Housemates are not allowed to go outside until the results of the test are known, even if they have no symptoms themselves. As soon as one of the other housemates also develops symptoms, this person should also be tested. Follow the quarantine regulations of the National Government and RIVM.
9. Do not share phones or other devices/items with each other.
10. Make sure that work sites are well-ventilated and air them regularly.
11. Decide on the maximum number of people permitted at the work site so that the 1.5 metre distance can be maintained as much as possible, including when entering the location. Take into account room to move and walk as well as the space taken up by furniture and equipment. Make sure there are enough separate dressing rooms.
12. Keep to the minimum number of m² per person prescribed by the RIVM for business activities.
13. Stop groups forming unnecessarily by using a rotating system for breaks and/or by using multiple rooms/areas.

14. Make sure the work site is cleaned every day and, where necessary, in-between. Pay particular attention to the frequently used hand contact points. Use the [general hygiene guidelines](#) of the LCHV (Dutch National Center for Hygiene and Safety).
15. Make sure that all persons at the work site are familiar with the instructions and precautionary measures and display them prominently.

Development, research, preproduction, postproduction

16. Where possible, deploy a ‘work from home’ policy for all work that does not necessarily have to be done at the office or on location, such as script development, research and editorial work.
17. Organise discussions and meetings so that they can be carried out/held as much as possible by phone, by videoconference or by using other digital means of communication.
18. Organise casting sessions, auditions or other preproduction work and postproduction work so that these activities can be carried out ‘remotely’ where possible.
19. For necessary site visits, consultation meetings, working on location or postproduction work, keep the number of participants to a minimum and comply with the hygiene rules and the 1.5 metre distance (including by reorganising workplaces, laying out walking routes etc.).
20. For on-site viewings, comply with the NVBF protocol (Dutch Exhibitors Association).
21. Wear a face mask if persons from different households travel in the same car (and other private transport) to the place of work. Wear a face mask on public transport and avoid rush hour. In other transport such as taxis, passenger vans and coaches, a health check in advance is mandatory, as is wearing a face mask.
22. Drivers of production vehicles clean their steering wheel and the surface around it after every drive. When production vehicles are used for passenger transport, a health check in advance is mandatory, as is wearing a face mask.
23. Schedule and organise shooting days (and their preparation) so that workflows succeed each other as much as possible and do not overlap each other (i.e. one department completes its work before the next department arrives to start its work).
24. Work in set teams as much as possible.
25. For multi-day shootings, plan the work to work on consecutive days as far as possible.
26. Establish a maximum number of employees per department/discipline who must or may be present for certain activities, so that a distance of 1.5 metres can be maintained on the work floor as much as possible.
27. Work out beforehand which employees are strictly necessary to carry out the work when filming/shooting. Use coloured armbands or other means to ensure you can identify which staff are from which department/discipline. In this way it can be made clear who has to be - and who is permitted to be - present at the work site. The changing over of groups of (or individual) employees must be performed systematically, must be announced and must use walking routes that comply with the 1.5 metre distance as much as possible.

Production



28. Also lay out walking routes at spots where there is a risk of people ‘accumulating/gathering’ (such as the coffee corner, canteen/catering areas, toilets) in order to create as much one-way traffic as possible and to prevent the people flows from ‘crossing’. Attach 1.5 metre markings to monitor and enforce the distance.
29. Where necessary, employ people to manage the toilet facilities and catering rooms/areas.
30. If catering facilities are provided: hand out drink and food in one-person packages; serve drinks and food or place them on a pickup table. Catering staff shall ensure extra good hand hygiene.
31. When filming outdoors, make sure you have additional assistance for crowd control, in order to prevent gatherings. Make sure that the 1.5 metre distance is clearly marked.
32. Avoid unnecessary visits to sets and do not have too many spectators.
33. If third-party locations are used or hired, do not use these locations if the owners or permanent users of this location - or their family members - have cold symptoms and fever (38 degrees Celsius or above) and/or shortness of breath if they also use the rooms/areas daily or otherwise.
34. When it comes to the size, weight and operation of equipment/devices, opt for 1-person use/operation whenever possible.
35. Deploy additional equipment/devices to be able to keep to the 1.5 metre distance when filming (such as: monitors, poles etc.).
36. Use personal devices, equipment and resources as much as possible. Tools are preferably not shared.
37. Clean your hands before and after using equipment, tools and other utensils, including those provided by suppliers. If necessary, clean equipment and materials in between.
38. Appoint a Health & Safety Officer who is responsible for and controls the monitoring of and compliance with the applicable protocol. To improve efficiency, if possible combine these duties with another position, such as that of the BHV/EHBO (company emergency response & first aid) officer and/or the sustainability manager.
39. Provide all persons in advance with a form detailing the precautionary measures to be complied with and the cases where employees must stay at home. Before the work starts, the Health & Safety Officer will ask all persons to declare that they have read and understood the information. Permission to take body temperature may be requested or else this can be taken in a non-invasive manner without this data being recorded or passed on. Ask freelancers to sign a declaration that they have read this protocol and annex, that they agree to comply with them and that in high-risk situations they will provide relevant personal details to the production’s insurer(s) upon request.



PRECAUTIONARY MEASURES – MEDIUM RISK

All the measures described under **PRECAUTIONARY MEASURES – LOW RISK** plus the following **additional measures** if a distance of 1.5 metres cannot be maintained. The following conditions apply:

- * Limit such situations.
- * Schedules must be adapted to this as much as possible.
- * Cluster work that takes place at less than 1.5 metres on one day where possible.
- * This only applies to a limited, manageable and controllable group of workers with repeated contacts.

General

40. For permanent workplaces (such as mobile production units/broadcast vans and recording with an audience) where the 1.5 metre distance cannot be maintained: deploy additional safety features such as mobile partitions made of plexiglass or plastic.

Work in the field of e.g. clothing / styling / costume, make-up / hair, sound (channels), stunts, acting/figuring, performing, presenting and judging.

41. Actors, presenters, performers, extras, jury members and other participants have to take care as much as possible of their own clothing/styling/outfit and make-up/hair and the attachment of any audio transmitters.

42. If clothing/styling and make-up/hair is provided by a single employee or for live-instructions of stunts: always maintain good hand hygiene and use face masks where necessary.
43. The same applies if an employee attaches audio transmitters to actors, presenters, jury members and other participants or guests.
44. All props used by an employee are personal (such as make-up) or else are only to be used a single time per actor, presenter, participant, jury member, extra or guest. Use a clearly-defined control system (e.g. logbook, colour/date stickers).
45. If devices, equipment and materials need to be passed on (such as the camera and lenses for fiction shootings): ensure good hand hygiene. If necessary, clean the equipment and materials in between times (e.g. for each set-up).
46. In addition to point 39, any person who cannot maintain a distance of 1.5 metres during their work, will be explicitly told by the Health & Safety Officer that they must not have had any COVID-19-related symptoms in the past 24 hours, before they are allowed to cooperate or come to the work site. They may be asked to provide their body temperature or else this can be taken in a non-invasive manner without this information being recorded or passed on.

PRECAUTIONARY MEASURES – HIGH RISK

All the measures described above under **PRECAUTIONARY MEASURES - LOW RISK and MEDIUM RISK** plus the following **additional measures**, if:

- (i) the 1.5 metre distance between persons cannot be complied with,
- (ii) and these persons cannot apply the medium-risk precautionary measures - including the wearing of protective clothing,
- (iii) and intimate scenes with intensive physical contact need to be performed, such as kissing or fighting scenes.

- 47. Persons who come under the high-risk category have to consent to pass on relevant health information (such as body temperature) to the production's insurer(s), along with other relevant information (such as any contacts with confirmed COVID-19 cases and/or any recent visits to regions/countries that have been more severely affected by COVID-19).
- 48. In addition, persons in the high risk category, such as actors who have to perform intimate scenes with intensive physical contact, should always undergo preventive diagnostic testing for COVID-19 by means of a **PCR-test**.

Colophon

NETHERLANDS COVID-19 PROTOCOL FOR THE AUDIOVISUAL SECTOR Version 7.1 – 15 January 2022

The Netherlands COVID-19 Protocol for the Audiovisual Sector and the accompanying risk assessment table have been adopted in consultation with and with input from professionals from DAFF (Dutch Academy For Film), the various industry and professional associations, public-service and commercial broadcasting organisations, businesses, funds and the Taskforce for the cultural and creative sector. The content of the protocol has also been coordinated with the Ministry of OCW (Education, Culture and Science); after adoption, the document has been submitted to the Ministries of OCW and EZK (Economic Affairs and Climate).

Both documents have been drawn up by a task force commissioned by NAPA (Netherlands Audiovisual Producers Alliance) and NCP (Association of Dutch Content Producers). The most recent version of the protocol is always available on the websites of both associations, as are the indicative risk assessment table and a list of Frequently Asked Questions.

[Netherlands Audiovisual Producers Alliance \(NAPA\)](#)
[Association of Dutch Content Producers \(NCP\)](#)

Task force

Doreen Boonekamp (chair), Antoinette Beumer, Roel Burgman,
Nelsje Musch-Elzinga, Floor Onrust, Janneke Slöetjes
Legal support: Hugo Klaassen (Denkk Juristen)

The protocol was established with the support of the
Cultural Fund for Audiovisual Producers (CFAP).



ANNEX: Table of indicative risk assessment per department/employment position