

# Guidelines for Location Shoots During the COVID-19 Pandemic

Sapporo Film Commission  
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# Introduction



In response to the COVID-19 pandemic, we have been asked to place the highest priority on preventing its spread by refraining from actions such as going out or engaging in business activities, while both municipal and economic activities have been suspended. However, in late June, Sapporo moved from Step 1 to Step 2 in the gradual easing of these restrictions according to guidelines specified by the Hokkaido Government. This eased restrictions on the use of facilities and holding of events, allowing people to be more active and stimulating socio-economic activity.

However, this does not mean that the fight against the virus is over. Looking ahead at the prolonged struggle, we will continue to work to revitalize the economy while preventing the spread of infection by practicing the “New Hokkaido Lifestyle” indicated by the government. This also means that we must work to expand location shooting while also reducing the risk of infection.

As COVID-19 has spread over the last few months, the Japan Film Commission, video production companies and other organizations in a variety of industries have created guidelines for measures to be taken to prevent infection. Additionally, the Hokkaido Government launched the “New Hokkaido Style” in an effort to build a society that can resist the virus.

Moving forward, in order to safely shoot on location while preventing COVID-19 infection, business operators (consigners, hereafter referred to as location managers) involved in the planning and production of video work, as well operators (consignees), must take the appropriate measures to prevent infection in accordance with these guidelines.

As an addendum to the “COVID-19 Infection Control Guideline in Supporting Location Shoots” provided by the Japan Film Commission, we have created guidelines under the supervision of the Sapporo Economic & Tourism Affairs Bureau. This was done in consideration of factors such as actual economic and workplace conditions of the various operators involved in production in order to ensure all operators can continue working, as well as to provide an opportunity for both consignors and consignees to work together on infection prevention efforts.

The items listed are a guide for reducing infection risk. However, the level of the measures to be taken depend on infection status, type of work (movie, TV, etc.) and

scale, which may result in these efforts interfering with an ideal video production scenario. Furthermore, taking these efforts does not guarantee a 100% prevention rate. Therefore, operators must take infection risk into consideration, proactively and independently thinking outside the box to take measures that prevent infection as required on the specific site.

Finally, in order to ensure the safety of staff, the location and local talent involved in the shoot, the Sapporo Film Commission will distribute these guidelines in the hope of raising awareness of the measures to prevent infection during video production activities.

# 1 Basic Items



## 1 – 1 Proactive Measures

- 1 The operators involved in production must submit a staff list (contact information) of those involved in shooting to the location manager in advance.
- 2 Temperatures must be taken each morning and evening, and a checklist detailing health conditions, including symptoms such as cough or diarrhea, must be submitted to the location manager
- 3 Anyone with strong symptoms such as difficulty breathing, extreme tiredness or high fever must quarantine at home or in a hotel. Fever is generally considered to be a temperature of 37.5°C or above, though there are differences from person to person where this may be considered a normal temperature.
- 4 People who have experienced symptoms must not participate in shooting for at least 72 hours, even if these symptoms improve.
- 5 Under the assumption that there will be people who develop symptoms, the location manager must consult with operators involved in production, check with the local health center or consultation office and provide a transportation system and other measures in the event of people experiencing health issues.

Japan: Call center (Japanese Government tourist bureau) for foreign tourists

TEL 050-3816-2787

- 6 The Hokkaido Corona Alert System and COVID-19 Contact-Confirming Application must be proactively utilized.

## 1 – 2 General Shooting

- 1 You must wear a mask or face shield. When doing so, protect yourself from heat stroke and difficulty breathing. Make sure to thoroughly disinfect face shields.
- 2 Maintain social distance and avoid having conversations at a distance where people can come in physical contact.
- 3 Minimize conversation and refrain from using loud voices.
- 4 Thoroughly wash and disinfect your hands. Disinfectant must always be made available at shooting locations and in vehicles.
- 5 Disinfect toilet seats whenever possible. Close the lid before flushing to prevent splashing.
- 6 Take garbage with you if possible. If garbage must be collected, do so while wearing a mask and gloves.
- 7 When using taxis, keep track of the date and route.

## 2 Additional Items

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### 2 – 1 Vehicles

- 1 Ensure there is sufficient space between passengers by assigning seating so that seats alternate by window side, etc. The company in charge of transportation must post a table indicating capacity and seating assignments inside the vehicle.
- 2 Ensure ventilation by keeping windows open and using the air conditioner in outside air mode.
- 3 Do not use equipment intended to be shared, such as refrigerators.
- 4 Thoroughly disinfect hands when loading or unloading equipment.
- 5 Have the driver open and close doors automatically, and thoroughly disinfect handles.
- 6 For additional measures to prevent infection, follow the instructions of the company in charge of transportation.

### 2 – 2 Shooting, lighting and special equipment

- 1 Only the staff in charge may handle special equipment.
- 2 Thoroughly disinfect hands when handling special equipment. Thoroughly disinfect the equipment when work is completed.
- 3 Transceivers must be managed by the person using them and disinfected after use.

### 2 – 3 Costumes, makeup and props

- 1 Staff who handle costumes, makeup tools and props must wear gloves whenever possible and use different gloves for each performer.
- 2 Costumes, makeup tools and props must not be shared or reused, and must be thoroughly disinfected.
- 3 Makeup and changing areas must be separated by a distance of 2 meters or more, or separated by partitions. They must be thoroughly disinfected after use.

#### 2 – 4 Shooting

- 1 When building the set, setting up equipment or checking video, etc., make sure to limit the number of staff members and performers in a location at the same time.
- 2 Prepare food to be used for shooting meal scenes under the stipulations of measures to prevent infection.
- 3 Ensure social distance and take other measures to prevent infection, even when in contact with the general public during interviews, etc.
- 4 If there are crowds of spectators, make sure they are not densely packed.

#### 2 – 5 Meals

- 1 When handling food and beverages, wear a mask, face shield and gloves. Avoid serving food with your hands.
- 2 Meals must be distributed individually. Names must be attached to beverages and distributed individually.
- 3 Do not prepare meals without taking measures to prevent infection.
- 4 Avoid face-to-face seating in dining areas.
- 5 Do not allow large numbers of people to eat together.

6 Use restaurants engaged in “New Hokkaido Style” measures.

## 2 – 6 Accommodations

1 One person per room whenever possible.

2 Avoid buffet-style meals that are not taking measures to prevent infection.

3 Avoid congestion in areas such as hotel lobbies, elevators, etc.

4 For additional measures to prevent infection, follow the instructions of the accommodations.

5 Use accommodations engaged in “New Hokkaido Style” measures.