

Covid-19 PSC Sound recordist Safety Practice by Coda Films Ltd.

These suggested guidelines are for small unit documentary, factual entertainment, corporate, branded content and commercial filming.

The safety and well-being of all crew and contributors is the priority here, and these guidelines are to help ensure that everyone is working in a safe and practical manner and still be able to achieve the best quality results.

As things are changing on a day by day basis, we will monitor and adapt our working practises to fall in line with the Government guidance. We will also liaise with production before the shoot to discuss any further measures to be taken. If production have their own safety protocols for filming, they will be implemented alongside this list accordingly.

- Upon confirmation of the booking, all agreed audio equipment will be cleaned using Isopropanol 99.9% cleaning spray and loaded into a clean sealed box and left in quarantine until the day of the shoot.
- Any timecode units or wireless equipment that will be used for the job will be prepped, disinfected and put in a resealable bag. This includes personal wireless units, camera links and IEM units.
- The Sound Recordist will make their own way to and from location and not use public transport.
- The Sound Recordist will check their own temperature on the day of the shoot. If their temperature is (37.8C or greater) they will not be able to work, however the sound recordist will have pre-arranged cover in place in the event of this happening. Regular temp checks will be carried out throughout the day. Any Sound Recordist who will cover will follow these same guidelines.
- The sound recordist will wear the following PPE; NP95 Facemask, a fresh pair of disposable gloves whenever the sound recordist needs to touch the camera or handle equipment that will come into contact with other crew or participants (for example radio mics, or time code equipment). Hands will be washed regularly, and hand sanitiser will be included in the kit as standard.
- The sound recordist will attempt to boom everything on an extendable pole to comply with social distancing rules. For sit down interviews the microphone will be positioned on a secure mic

stand prior to contributors entering the location and audio will be monitored from outside the interview room.

- If booming is not an option and radio mic'ing is essential to capturing the best quality sound for the project, the sound recordist will give contributors a resealable bag containing a pre-prepped and cleaned radio mic transmitter with fresh batteries, spare batteries and instruct them on how to mic up themselves from a minimum of 2 metres distance. At the end of the filming the participant will remove the mic carefully and place the mic back in the resealable bag before giving it back to the sound for cleaning.

The sound recordist will disinfect and pre-prepare any radio mics that have been used before they get used on another contributor.

Please note if there are a lot of contributors throughout the shoot day who need radio mic'ing, the sound recordist will require more time than usual to make sure each transmitter/mic has been cleaned and disinfected before it is safe to be passed onto another contributor (where possible, each contributor will have their own dedicated mic channel and lavalier microphone until the end of the day).

- At the end of the shooting day the sound recordist will back up their own sound and send the sound-files and sound reports over we-transfer, if for whatever reason a card needs to be handed over to be backed up another way, the card will be removed with a fresh pair of gloves and put into a SD or CF card case or resealable bag and handed over to DIT/client.
- Upon wrap, all sound kit will be put into a separate box for exposed kit and transported back to base and deep cleaned by the sound recordist.