

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸಂ: KCI-PIF/27/2020

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,
ವಿಕಾಸಸೌಧ,
ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 20.06.2020.

ಇಂದ,
ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ,
ವಾರ್ತಾ ಮತ್ತು ಸಾರ್ವಜನಿಕ
ಸಂಪರ್ಕ ಇಲಾಖೆ,
ವಿಕಾಸಸೌಧ, ಬೆಂಗಳೂರು.

ಇವರಿಗೆ,
ಆಯುಕ್ತರು,
ವಾರ್ತಾ ಮತ್ತು ಸಾರ್ವಜನಿಕ
ಸಂಪರ್ಕ ಇಲಾಖೆ,
ಬೆಂಗಳೂರು.

ಮಾನ್ಯರೇ

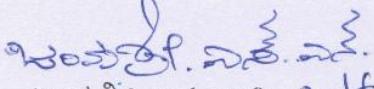
ವಿಷಯ: ಚಲನಚಿತ್ರ/ಟಿ.ವಿ. ಚಿತ್ರೀಕರಣ ಕಾರ್ಯವಿಧಾನಕ್ಕೆ ಅನುಮತಿ ನೀಡುವ ಬಗ್ಗೆ,
ಉಲ್ಲೇಖ: ಏಕಕಡತದ ಟಿಪ್ಪಣಿ ಸಂ: ವಾಸಾಸಂಇ/ಚಚಿವಿ/ಚಿತ್ರೀಕರಣ/2020-21/1602,
ದಿ:15.06.2020.

@@@@@

ಮೇಲ್ಕಂಡ ವಿಷಯ ಹಾಗೂ ಉಲ್ಲೇಖಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಕೇಂದ್ರ ಸರ್ಕಾರದ
ಮಾರ್ಗಸೂಚಿ ಪ್ರಕಾರ ಚಲನಚಿತ್ರ/ಟಿ.ವಿ. ಚಿತ್ರೀಕರಣ ಒಳಾಂಗಣ ಹಾಗೂ ಹೊರಾಂಗಣ ಪ್ರೀ
ಹಾಗೂ ಪೋಸ್ಟ್ ಪ್ರೊಡಕ್ಷನ್ ಚಟುವಟಿಕೆಗಳಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಅನುಮೋದಿತ ಎಸ್ ಒ ಪಿ
(ಕಾರ್ಯವಿಧಾನ)ಯನ್ನು ಮುಂದಿನ ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ ಇದರೊಂದಿಗೆ ಲಗತ್ತಿಸಿ ಕಳುಹಿಸಲು
ನಿರ್ದೇಶಿತಳಾಗಿದ್ದೇನೆ.

(ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಯವರಿಂದ ಅನುಮೋದಿತ)

ತಮ್ಮ ನಂಬುಗೆಯ,


(ಜಯಶ್ರೀ.ಎಸ್.ಎನ್) 20/6/2020

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,
ಕನ್ನಡ, ಸಂಸ್ಕೃತಿ ಹಾಗೂ ವಾರ್ತಾ ಇಲಾಖೆ,
(ವಾರ್ತಾ ಶಾಖೆ)

Annexure-1

Guidelines for Post-Production Services during "COVID-19 PANDEMIC"

The Below mentioned activities are permitted subject to strict adherence of laid down

Guidelines:-

- a) Editing
- b) Dubbing
- c) Sound Mix
- d) Visual Effects
- e) CG (Computer Graphics)
- f) Digital Intermediate (Color correction) and all other post production works
- g) Script sessions/Production planning

All the above said services are stand alone.The above activities shall use minimum number of 2 members and not exceeding 10 members at any given time ensuring physical distancing

Any of the above activities can be operated while ensuring strict compliance of the protocol.

1. Daily Morning Briefing Sessions: Meeting shall be arranged to review & ensure office protocols ensuring physical distancing norms. During these sessions, Health & Safety Officers on location must inform everyone including support staff about the safety guidelines and important updates.
2. Screening of all persons entering the mall shall be done by a trained person using thermal scanner and any person found having raised temperature ($\geq 37.5^{\circ}\text{C}$ / $\geq 99.5^{\circ}\text{F}$) or symptoms of cold, cough, sore throat, difficulty in breathing shall not be allowed inside and advised to seek medical help or dial Apathmitra helpline @ 14410.
3. Provision for Water & Soap/Hand wash/Sanitizer (touch-free recommended) shall be made at all Entry/Exit points and Common areas.
4. All Personnel and support staff shall be required to wash or sanitize his/her hands before entering the Office/Studio premises.
5. Everyone entering the work area (including Support staff) shall mandatorily wear face mask. Hand gloves shall be used by the support staff that is responsible for cleaning and maintaining the office/studio premises. Re-usable equipment shall be thoroughly cleaned and shall not be shared with others.
6. There will be strict ban on smoking and use of any tobacco material, Pan, etc, in and around office/studio premises and spitting in common area shall be strictly prohibited.
7. Food shall be consumed at designated areas only ensuring physical distancing. Only disposable utensils and cutlery to be used. Staff is advised to carry their own food and water.
8. All work areas shall be disinfected on daily basis (including admin office, canteens, pathways, toilets, entry/exit gates). Housekeeping team shall be provided with necessary equipment.
9. Avoid non-essential visitors at office/studio premises (Including Head Office Staff, consultants etc.). Entry without authorized pass shall not be permitted.
10. Hospital/clinics authorized to treat COVID-19 patients, shall be identified and list shall be displayed at all work places at all times. The producer shall collect medical declaration from any individual working.
11. Cough etiquettes to be strictly followed in terms of covering mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly in closed bins. In case any visitor or staff member is repeatedly coughing/ sneezing, they shall be requested to leave the premises by explaining to them its implications of spreading infection to others.
12. Appropriate signage at all work places spelling out safety practices in Kannada/English which is understood by all.

13. For any confusion, clarification, and update, everyone shall approach Admin/Studio Manager. Do not believe in rumors and don't spread them. Strict action to be taken against those who spread rumors.
14. All employees who are at higher risk i.e. who are elderly (>60), pregnant and those underlying medical conditions, to take extra precautions and if possible, avoid working at places which requires direct interface with the public.
15. On first day of resuming the work at office/studio premises, mandatory medical check-up shall be arranged for all personnel at work.
16. A unique photo identity card with serial number shall be issued to all the personnel. Proper record of all these personnel shall be maintained.
17. No outside personnel/staff shall be allowed to stay at office/studio premises without following proper procedure and instructions.
18. Additional staff when required such as security guards, supervisors etc., may be deployed.
19. Working staff shall not shake hands when greeting others and while working in Office/studio premises.
20. Avoid large gatherings or meetings, maintain at least 1 meter (3 feet) distance from persons to person)
21. Individuals shall not share their belongings like food, water bottles, utensils, mobile phones etc with others.
22. Non-touch garbage bins with biodegradable garbage bag shall be installed for waste collection at all common access areas. Proper disposal of garbage bags along with daily cleaning and sanitization of bins shall be ensured.
23. All commonly used surfaces such as railings, door handles, equipment such as mouse, key board that is shared shall be disinfected prior to use.

Jayashree S.N.
(Jayashree.S.N) 20/6/2020

Under Secretary to Government
Kannada, culture & Information Department,
(Information Section)

For COVID related queries please contact:

Helpline numbers 9745697456, 080-46848600, 080-66692000, 14410

<https://covid19.karnataka.gov.in/>

Download Aarogyasetu and Apthamitra apps from below link

<https://covid19.karnataka.gov.in/new-page/Mobile%20Applications/en>

Kindly watch Jagruti Karnataka YouTube channel for COVID related information.

https://www.youtube.com/channel/UC-jJ_NNwB9m8_OocGo1Zfcg/videos

Guidelines for shooting of films/TV Shoots during COVID-19 PANDEMIC

GENERAL PRACTICES:-

- Physical distancing measures to be implemented in the workplace. 2 meters (6 feet) distance between team members to be maintained.
- Avoid handshakes and other physical greetings.
- Practice of wearing facemasks to be made compulsory and hand sanitizers and gloves to be given to crew members.
- Do not leave used masks unattended and dispose them off in closed bins provided on location.
- Provide hand cleaning facilities at entrance and exits. There shall be soap and water wherever possible or hand sanitizer if water is not available.
- Keep the makeup/rest room's clean and sanitized at all times.
- Disinfection guidelines of GOI may be referred.
(<https://www.mohfw.gov.in/pdf/Guidelineson%20disinfection%20of%20common%20public%20places%20including%20offices.pdf>)
- Regularly clean/sanitize common contact surfaces in workplace e.g. cameras, lights, equipments, set properties etc.,
- Keep hands free sanitizing station at shooting location and facilitate frequent use by the Team members.

PRACTICAL IMPLEMENTATION & PUTTING GOVERNMENT GUIDELINES ON SETS

- Before entering the shooting premises, check people for mild cough or low grade fever using infrared thermometer (37.3 degree Celsius or more) and isolate or advise them to stay at home.
- The producer shall be responsible for obtaining self-declaration forms (on history of ailments like diabetes, hypertension, cardiac issues etc including any recent bouts of cough, sore throat, fever etc) from people on sets as also cast, crew and other employees on daily basis. Such signed declaration shall also capture the name, age contact details, and blood group of the individual.
- Screening of all persons entering the mall shall be done by a trained person using thermal scanner and any person found having raised temperature ($\geq 37.5^{\circ}\text{C}$ / $\geq 99.5^{\circ}\text{F}$) or symptoms of cold, cough, sore throat, difficulty in breathing shall not be allowed inside and advised to seek medical help or dial Apathmitra helpline @ 14410.
- Encourage usage of Arogya Setu app
- Any cast/crew members less than 10 years of age and above the age of 60 years should not be allowed on sets without medical clearance.
- Production houses to ensure minimum crew (ideally less than 50 persons) to be present on shooting locations.

TRANSPORT FOR CREW TO SET:-

- Wherever possible staff shall travel using their own/ company provided transport rather than public transport to maintain physical distancing.
- The cars shall be disinfected first and then sent for pick-up. Drivers shall remain in their vehicles and must wash or clean their hands before and after use regularly.

CASTING:-

- Cast shall self-tape, or audition via video-conferencing facility. (A video self-recorded by the talent at home following the instructions of the casting director). After viewing them, the casting director together with the director and the production company, will make the selection.

- Majority of the shoot shall be planned inside the set and external locations to be avoided to maximum extent possible. Junior artists shall be avoided/reduced.

LOCATION:-

- Containment zones not to be considered for Shooting. Staff coming from containment zone shall not be allowed.

MAKEUP AND HAIR:-

- Artist shall be encouraged and supported to carry out most of their getup at their residence and visit premises with minimal support staff (preferably only one). Ideally same person/staff to handle artist makeup and hair styling.
- Appropriate PPE (facemask, gloves, goggles, apron, head cap,) must be worn by makeup & Hair artist, hand sanitization must be done before and after each makeup application. Seat shall be disinfected after each use.
- All products and tools must be cleaned and disinfected before use. Hair wings / extensions must be undergo deep cleaning before / after any use.
- Artist shall be encouraged to bring their own makeup kits / tools.
- Artist may consider using a face shield rather than a mask once makeup has been applied. Only remove the PPE when essential.

COSTUME:-

- Minimal costume fitting trails to be planned before shooting. Limit the number of people present at fitting.
- Clothes of each artist will be identified with their name tags on the hanger and shall be independently protected with a plastic cover.
- Any garments to be used by the artist must have been duly disinfected before hand, work with professional laundries who use disinfectants for washing.

CATERING SERVICES:-

- All catering personnel to wear appropriate PPE(facemask, gloves, head cap,) at all times when preparing or handling food.
- Staff is advised to carry home prepared food wherever possible and maintain physical distancing at eating point / cafeteria.
- The seating shall be arranged in such a manner so that the individuals shall not face each other while having food.
- All trash shall be put in closed bin and not left for someone else to clear up.
- Marking of physical distancing (2-meters distance) while taking food.
- Tables shall be sanitized between each use.
- Use disposable items – plates, Cutleries etc.
- All food services related to breakfast, lunch, snacks and dinner shall be given in disposable food boxes.
- Only sealed water cans and water bottles shall be provided.
- Tea, coffee, etc to be supplied through vending machine if possible. Also, multiple food and beverages stations shall be provided with hygiene. Dry snacks, fruit juices etc to be placed only in the specified area so people just go and collect them in a self-service manner while maintaining adequate physical distance.
- Break time shall be staggered team wise or in any such manner deemed fit so as to reduce the congestion and contact at all times.

ART DEPARTMENT:-

- Sanitize location before art dept starts work and Re-sanitize location. after the work is completed and before commencing shooting.
- Property setting team to follow strict sanitization protocols. Sanitize props before they enter the set/location & during shooting, all props that come into contact with the technical and artistic crews shall be disinfected before and after each scene.

Jayashree S.N.
(Jayashree.S.N) 20/6/2020

Under Secretary to Government

Kannada, culture & Information Department,
(Information Section)

For COVID related queries please contact:

Helpline numbers 9745697456, 080-46848600, 080-66692000,14410

<https://covid19.karnataka.gov.in/>

Download Aarogyasetu and Apathamitra apps from below link

<https://covid19.karnataka.gov.in/new-page/Mobile%20Applications/en>

Kindly watch Jagruti Karnataka YouTube channel for COVID related information.

https://www.youtube.com/channel/UC-jJ_NNwB9m8_OocGo1Zfcg/videos