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## FILM RISK REDUCTION

### Standard Operating Procedure

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## **2. PURPOSE**

The main objective of this document is to define and document the Standard Operating Procedure (SOP) developed to establish protocols for the City of Cape Town Film Industry and the value chain for film production for the duration of the national state of disaster declaration as a result of the Covid-19 pandemic.

This document provides guidance on dealing with the coronavirus disease 2019 (COVID-19) in a company/workplace and outlines the basic technical and organisational measures for contagion prevention and risk assessment.

## **3. SCOPE**

This SOP applies to Cape Town Film Industry and the film production value chain and will need to be implemented prior to film production resuming.

This document also provides guidance on the issues to address when dealing with a coronavirus disease 2019 (COVID-19) infected worker employed in a company/workplace.

## **4. REGULATORY CONTEXT**

The SOP is informed by and subject to all National Covid-19 Regulations and Directions; Regulations and Guidelines issued by the Department of Co-Operative Governance and Traditional Affairs; the Disaster Management Act, 57 of 2002 by the following legislation / guiding documents:

### **4.1 Department of Arts and Culture**

Directions issued in terms of regulation 4(10) of the Regulations made under section 27(2) of the Disaster Management Act, 2002 (Act No.57 of 2002): Live streaming of the creative sector services in support of covid-19 – Government Gazette, 4 May 2020 (No.43269)

**4.2 Disaster Management Act, 57 of 2002 – Regulations issued in terms of section 27(2) of the Disaster Management Act.**

## **5. STANDARD OPERATING PROCEDURES**

### **A. Measures to Prevent Spread of Coronavirus - Film Industry and Services Industry**

In the film environment, there is usually lots of recurring short, casual contact between many people. Additionally, prolonged contact between staff, cast and crew occurs often depending on the nature of the job. Each of these interactions present a potential for the coronavirus to spread from person to person.

The health and safety of cast, crew and service providers on production workplaces and sets is a top priority. To that end, the following measures to help ensure clean and healthy workplaces and sets are to be put in place.

All employers, and departmental heads and individuals are encouraged to take personal responsibility and play an active role in creating and maintaining clean and healthy workplaces and sets. The guidelines below are based on the latest regulations and best practice available at the time of drafting.

Various Industry bodies, production and service companies, studios, guilds and unions may have additional Occupational Health and Safety regulations, standards and guidelines related to, e.g casting, equipment handling, staffing, location scouting, art department, hair & make up, camera department, sound department, catering & craft services, etc. to:

- Reduce the risk of transmission. (through Social Distancing, Disinfection, PPE, Work from home strategies, etc)
- Identify High Risk Employees. (e.g. over 60 years old, immune-compromised, etc)
- Increase Disease surveillance and prevention. (through Daily Screening, Testing and Tracking).

These SOPs do not replace such regulations, standards and guidelines and must rather be read in conjunction with them.

By the City of Cape Town accepting and considering permit applications of the respective film applicants during this period, the City confirms that each application will be assessed on its own merit.

## **1. Preparation of the Workplace for Prevention**

In accordance with the Risk Adjusted Strategy Regulations dated 29 April 2020:

All industries, businesses, entities, both private and in the public sector which are permitted to operate during Alert Level 4 must –

- (a) Designate a COVID-19 compliance officer who will oversee the:
  - (i) implementation of the planned referred to in subregulation(b); and,
  - (ii) adherence to the standards of hygiene and health protocols relating to COVID-19 at the workplace;
  
- (b) Develop a plan for the phased-in return of their employees to the workplace prior to reopening the workplace for business which must correspond with Annexure E (of the regulations dated 29 April 2020) and be retained for inspection and contain the following information:
  - (i) which employees are permitted to work;ensuring that only 50% of the complete staff compliment be on-site at any given time;
  - (ii) what the plans for the phased-in return of their employees to the workplace are;
  - (iii) what health protocols are in place to protect employees from COVID-19; and
  - (iii) the details of the COVID-19 compliance Officer
  
- (c) Develop measures to ensure that the workplace meets standards of health protocols, adequate space for employees and social distancing measures for the public and service providers, as required.

- (d) Perform a risk assessment of the Workplace to determine likely points where people would interact with each other and for places where contact between people and objects would occur.
- (e) For each of these contact points devise practical measures to limit that contact and to disinfect after that contact.
- (f) All staff/cast/crew to fill out a health questionnaire to determine if someone could have been exposed to illness recently.
- (g) Screen staff, cast and crew daily at the start of each shift/shoot for symptoms of Coronavirus and record details of their daily temperature. Where available and staff agree to its use, a non-touch heat sensor can be used to check for a raised temperature.
- (h) Incorporate pertinent COVID-19 considerations into Daily Safety Meetings. Scheduling and carrying out multiple meetings may be required if staggering start times.
- (i) Display appropriate messaging and Train staff/cast/crew on how to prevent the spread of coronavirus at the workplace and at home.
- (j) Provide staff/cast/crew with at least two cloth masks so that they can wash and dry one mask while the other is being used. Train staff on how to use and care for a cloth mask.

## **2. Workplace Protocols:**

- Information regarding the risk of spreading COVID 19, and what behaviour is expected from everyone must be displayed in common areas and copied to all personnel.
- The name, contact details of COVID-19 Compliance Officer must be clearly displayed at the workplace entrance/s.
- Workplaces should ideally have only one entrance/ exit open to allow for management of the number of persons in the workplace.

- Where possible, the number of people in the workplace at any time must be limited in compliance with social distancing guidelines.
- Staff members should be placed at the entrance to the workplace to control access and to ensure guidelines are complied with, e.g use of cloth masks, hand sanitizers, social distancing in communal areas, catering areas, etc.
- A daily on-site register of all persons accessing the workplace must be maintained and include their full contact details and daily temperature. The daily register must be filed by the COVID-19 Compliance Officer and kept for a minimum of 90 days to ensure the accuracy of contact tracing in the event of any employee becoming infected or having been in contact with an infected person.
- Offer staff/cast/crew/clients alcohol-based hand sanitiser to clean their hands before they enter the Workplace and when they leave the Workplace. Spray the hand sanitiser on hands. Do not allow staff members to handle sanitiser container/dispenser.
- Crew will need to be hired to disinfect the workplace/ set each day.
- Clean workplace equipment, props, before they are returned to storage/service/equipment provider. This can be done a production staff member or service/equipment provider.
- Offer alcohol based sanitising wipes to clean the props, equipment regularly and between takes.
- Catering/Craft services to no longer be cafeteria-style buffet meals and snacks. Meals to be single-serving pre-packed from a compliant service provider.
- Meal times/Lunch breaks to be staggered, to maintain social distancing protocols.
- There will be have to be an extra level of protection built around cast/actors/crew whose health are crucial to keeping a production going and crew employed. As actors cannot be in front of the camera wearing protective equipment, below the line personnel coming into contact with actors or directors will have to wear masks and gloves at all times.

- The use of communal water coolers will need to be looked at and appropriate measures to ensure hydration during the covid 19 pandemic are to be put in place.
- Sharing of tools, equipment, radios and cell phones is not to be allowed.

### **3. Physical distancing:**

- Employers should wherever possible allow staff to work from home - some staff performing administrative/pre and post production tasks might be able to.
- The best way to protect yourself/staff/cast/crew from infection is to keep a distance of 1,5 metres (2 arm lengths) away from other people.
- Avoid crowded areas. Where possible, avoid having staff/cast/crew being crowded together at work.
- Where possible, rearrange work spaces so that each staff/cast/crew members can maintain a distance of 1,5 metres from others
- Do not allow staff/cast/crew members to gather close together in common areas such as kitchens, catering/craft areas.
- Divide up studio backstage space and/or on-location areas into sections with various production teams isolated from each other.
- When possible, have one department in a work area at a time.
- Reduce unnecessary movement of unit/location managers and staff between sets/locations/workplaces where possible.
- Avoid handshakes and physical contact with people. Greet people with a smile, or a nod, or a bow, or a wave.
- When staff/cast/crew members are required to travel in public or designated staff vehicles such as minibus taxis or busses they should sit as far from other passengers as possible. The vehicle should not be filled to more than 50% of its loading capacity, all windows of the vehicle must be open to maximise ventilation, and staff should wear cloth masks. Ensure all transport drivers are aware of relevant regulations pertaining to transportation of personnel, etc.

#### **4. Regular Hand-washing and hygiene measures**

- All staff/cast/crew members should regularly wash their hands with soap and water for 20 seconds. Or they can use a 70% alcohol-based hand sanitiser and rub their hands for 20 seconds. Staff/cast/crew members must wash their hands after they have touched people, surfaces or objects.
- Staff /cast/crew members should avoid touching their mouths, noses or eyes.
- Ensure that facilities are available for all staff/cast/crew members to wash their hands regularly or to use a 70% alcohol-based hand sanitiser frequently.
- Where staff/cast/crew members are in a situation where they have to touch people and/or take things from them, such props or equipment, then they should offer them a 70% alcohol-based hand sanitiser to clean their hands before assisting them. Spray the hand sanitiser on their hands. Do not give them the hand sanitiser container.
- When staff/cast/crew members enter and leave the Workplace they should be offered to have a 70% alcohol-based hand sanitiser to be sprayed on their hands.
- Clean surfaces, props and equipment regularly with soap and water. Or else wipe down with either a 70% alcohol-based hand sanitiser, or a dilute solution of bleach. Assign one individual per department to be responsible for constant wipe-downs of surfaces.
- Staff/cast/crew members should cough into their elbow or a tissue and then put the tissue in a bin and wash their hands straight away.

#### **5. Staff Training**

- All companies must make sure that all staff/cast/crew are educated on the ways in which coronavirus is spread and measures to be taken to prevent infection.
- All staff/cast/crew must clearly understand what activities of their respective jobs poses risk of infection and which prevention measures apply specifically to them

- Messaging should be repeated at regular intervals and supported by appropriate signage

#### **6. Monitoring Staff/Cast/Crew**

- Staff/cast/crew should be encouraged to stay away from work and attend a coronavirus testing centre if they develop any of the following symptoms. Advice on which testing centre to attend is available from the provincial COVID-19 hotline number on **021 928 4102**

Symptoms suggestive of possible coronavirus infection are:

- Fever
  - Cough
  - Sore throat
  - Shortness of breath
- Any staff/cast/crew member who has become infected with the coronavirus must inform their respective employers and/or client immediately in order for them to assist that employee, as well as other employees, and assess and implement what can be done to stop the further spread of the coronavirus, whether at the workplace or at the homes of everyone connected with the employee.
- 
- All staff/cast/crew on arrival at the workplace should be monitored by the company daily to identify other employees that may have developed any of the symptoms above.
  - Temperature checks of staff /cast/crew members could also be done, but should be done with a non-contact thermometer (thermal scanner). Temperature above 38 degrees is suggestive of possible coronavirus infection.
  - Anyone with any of these symptoms should not be allowed to commence work. They should be provided with a surgical mask or a cloth mask, should wash their hands, and should be transported to a coronavirus testing centre.
  - The City should be notified immediately of any confirmed positive cases in order to keep an updated data base and monitor any possible outbreaks withi the industry.

## **7. Personal Protective Equipment (PPE)**

Utilize appropriate Personal Protective Equipment (PPE), including but not limited to gloves, goggles, face shields, masks that cover the nose and mouth

### **7.1 Use of cloth face masks:**

- Cloth face masks must be used used by all staff, cast and crew BUT they must use them properly.
- Each person should have 2 cloth face masks so that one is available for use while the other is being washed. If you are wearing a mask, you must still make sure to follow the other measures to prevent spread – keep a 1.5 metre distance from other people and wash your hands regularly.
- Everyone must also be educated on how to put on, wear and take off a facemask.

Please note of the following advice for wearing cloth face masks:

- Wash your hands before putting on the mask
- Place the mask with the correct side facing your nose and mouth. Make sure both are covered well.
- Tie the strings behind your head or if the mask has elastic bands, make sure they are tight.
- Once you have put on the cloth face mask and you are comfortable with the fit of the mask, DO NOT TOUCH YOUR FACE OR THE MASK until you take off the mask
- Do not store the mask around your neck when not in use.
- Wash your hands thoroughly after taking off the mask.
- Wash in warm water and iron your cloth mask everyday
- If you need to take off your mask during the work day (e.g. during tea/lunch break) and is then required to put it on again, care must be taken to only handle the masks by the strings of the mask. The mask must be stored in a paper bag (clearly labelled with the person's name) when not in use.

## **7.2 Use of face shields or visors:**

- There is currently no evidence to support the use of face shields in a work environment as they are bulky and impractical and are probably frequently touched and could potentially contaminate your hands.
- However, they theoretically provide some protection and you wish to use them, the same precautions as for cloth face masks apply.

## **7.3 Use of Gloves:**

- Gloves are NOT generally recommended for regular use by staff/crew but may be required by gear handling and other specialist crew. Staff/crew should rather wash their hands frequently or use an 70% alcohol-based hand sanitiser.
- Note that food handlers (e.g. catering/craft staff) should continue to wear disposable plastic gloves as usual and should adhere to all food safety handling measures and removal of PPE guidelines.

## **8. Ventilation:**

- Maximise natural ventilation in workplaces/stores. This can be done, for example, by leaving a back door open with a security gate on, or opening windows, or using fans.

## **9. Staff bathroom facilities:**

- Encourage staff to wash their hands by displaying appropriate signage
- Ensure that there is water and soap available for hand washing. Contactless tap systems or taps that can be operated with elbows are preferred.
- Do not use shared towels in the bathroom. Rather make use of paper towels that can be disposed of into sealed bins (operated by a step).
- Ensure that bins are large enough to hold multiple paper towels and/or empty the bins frequently.

## **10. Handling of Waste:**

- Waste from waste containers should be disposed of into plastic bags and sealed before discarding into the general waste for refuse collection.
- Staff handling waste must wear utility gloves and face masks when emptying the waste containers.
- Waste handlers and cleaning staff should wear closed shoes.
- Medical waste must be dealt with in terms of applicable medical waste protocols.

### **11. Receiving goods from suppliers:**

- Drivers should remain in their vehicle as far as possible
- Physical distance should be maintained when receiving goods
- Drivers/drivers assistants must use a 70% alcohol-based hand sanitiser before handing over any goods/equipment.
- Ensure regular hand washing/use of a 70% alcohol-based hand sanitiser amongst delivery and receiving staff

### **12. Daily Cleaning Routines**

- Sanitising of the environment needs to occur before commencement of work and during the day and after wrap each day.
- There must be dedicated cleaning staff to sanitise and clean spaces regularly during the day
- Frequently interacted with and touched surfaces and objects should be cleaned and disinfected regularly.
- Use soap and water to clean areas where possible. Then disinfect with a dilute bleach solution. Dilute 20ml of bleach per litre of water.
- If an area cannot be cleaned with soap and water, then wipe down the area carefully with a 70% alcohol solution.

### **13. Administrative, pre and post production services staff:**

- Where possible administrative pre and post production staff should be allowed to work from home
- If work from home is not possible, the number of staff in a workspace must be minimised and subject to physical distancing guidelines.

- Non-essential Visitors/staff/cast/crew to any Workplace should be minimised wherever possible
- All visitors must be made aware of all prevention measures upon arrival at the Workplace and be required to fully comply with all prevention measures.
- Location scouts, unit managers and/or any staff undertaking recces, pre-production planning and activities at any location/site/facility must comply with all Covid 19 curtailment measures and requirements applicable to such site/location/facility. Should there be any uncertainty about the Covid 19 curtailment measures applicable to any site/location/facility, the measures contained in this document should be applied pending clarity being obtained from the persons responsible for the location/site/facility.

#### **14. Catering/Craft Protocols**

- Work shifts and break times should be staggered so as to minimise the number of staff/cast/crew in any catering/craft area, break room or canteen at a time
- Where possible (depending on the specific facility and weather) encourage staff/cast/crew to spend their breaks outdoors and remind them to continue to practice physical distancing
- Display signage encouraging staff to wash their hands thoroughly before eating and to maintain physical distancing
- Ensure that there is a wash basin and soap available in the break room for staff to use
- Clean all surfaces thoroughly and frequently

#### **15. Self-service food stations:**

- Self-service food stations in which food items are left partially covered or uncovered so that customers can help themselves should not be allowed.

#### **16. Locations / Tech Scouting**

- Scouting should be done virtually as much as possible.
- Schedule the tech scouting as early as possible.

- Digitally distribute tech scout packets.
- Give consideration to size and space when deciding among location options.
- Carefully consider the number of locations that get in-person director scouted.
- Self-drive when possible.
- If carpooling, everyone should be in masks, gloves, etc.
- Consider renting multiple vehicles to allow distance between seats.
- Try to maximize space and air flow when designating spaces for a shoot.
- Drivers should wipe down inside vans (seats, handles, etc.) inside and out every time people exit the vehicle.

## **17. Locations Department**

- Sanitize locations thoroughly before and after use.
- Choose disinfectants carefully in order to avoid damage.
- Permit applications should go in as early as possible in case of new regulations.
- Consider permitting backup locations in the event that a location pulls out or becomes unavailable.
- Consider use of base camps to limit number of persons on set and to promote social distancing
- Provide alternative lodging to house occupants for the duration of the shoot, including pets.
- Increase space for social distancing.
- Provide sensor-activated soap dispensers, hand dryers, etc. to locations when available.
- Provide washing stations when there is no access to running water.
- Have one individual to handle, put up and take down all location signs.
- Limit sets to essential personnel only, avoid additional visitors when possible.

A daily on-site register of all persons entering the location must kept and include full contact details.



## **18. Transportation**

- Where possible all staff, cast and crew must use their own transport
- For those without their own transportation, transport must be provided in terms of latest Dept of Transport guidelines.
- All transportation staff must be regularly briefed on latest regulations pertaining to transportation.
- Any transport arranged by production management must ensure that the driver and all occupants must wear facemasks.
- Operators must ensure that all transport vehicles doors and window handles, arm rests and hand rails are sanitized after every load and passengers sanitized before entering the vehicle.
- Ensure one driver is assigned to per vehicle for the duration of prep and wrap.

## **19. Art Department**

- Ask owner of the location to reduce personal items until after wrap.
- Make decisions on the tech scout, get approvals as early as possible.
- Consider potential value of prep and strike days. This may be combined with location cleaning requirements.

## **20. Electrical, Grips Departments**

- More gear may be required to ensure people do not share gear.
- Grip gear should only be handled by the grips department.
- Consider ordering additional gear and assign gear and stands to other departments.

## **21. Hair And Make-Up**

- PPE must be worn for the duration of person-to-person contact.
- Face shields should be worn by the Make-up Artists and/or Hair Stylists.
- Make-up stations should be a minimum of 1.5meters apart.
- Talent and make-up artist should wash their hands with soap before and after session.
- Use disposable make-up kits and brushes and dispose of the kit after each application.

- Mix make-up on a disposable palette and use only one brush, applicator, etc. per actor.
- Clean hairbrushes and combs and reusable make-up brushes with appropriate disinfecting solutions.
- Possibly assign brush / combs to each actor so not to cross contaminate.
- Where possible consider having the actor/s arrive having done their own make-up/hair.
- Avoid touch ups unless absolutely necessary.
- Avoid hair and make-up for secondary/back up actors unless absolutely necessary .

## **22. Wardrobe Department**

- Where practical costumes/work clothes should be left at the store and laundered in bulk using standard safety precautions during laundering.
- If it is not feasible to leave costumes/work clothes at the workplace for laundering then advise staff to remove their costumes/work clothes at the workplace and place in a plastic bag. They should wash their hands after taking off the costumes/work clothes. They should then clean the costumes/work clothes by washing it in warm water at home.
- If it is not feasible to change their clothes at work, then staff should remove their work clothes immediately when they get home and place them in a washing basket. They should wash their hands after removal of the work clothes. Where practical, staff/cast/crew would need sufficient costumes/work clothes to allow for a daily change of costumes/work clothes.
- Wardrobe fittings should be conducted remotely via Facetime, Zoom, Skype, etc.
- Wardrobe planning should be done ahead of shopping and pulling from rental houses.
- Only the wardrobe department should handle clothing, etc. until it is decided what an actor will actually try on.

- Use gloves and mask when looking through garments in rental houses and retail stores.
- Book talent as early as possible, and get sizes as early as possible.
- Costumes and outfits should be bagged up individually, per performer.
- Seek permission from Clients to allow actors to keep purchased wardrobe.
- When possible, actors should arrive in their own wardrobe.
- Disinfect jewellery and glasses in between use

### **23. Camera Department**

- Crew doing pick-ups must handle cases with gloves.
- Cases should be wiped down before loading into vehicle.
- Only camera personnel should handle camera gear including carts, cases, tape, etc.
- Personal equipment should be wiped down upon arrival and before departure each day.
- Camera crew personnel should each have their own non-sharable camera kits.
- Camera prep should be isolated in a separate area.

### **24. Sound Department**

- Disinfect equipment before and after each use.
- Label mics with the name of the user.
- Disinfect mics and transmitters before and after each use.
- Replace mounting components that cannot be thoroughly cleaned.
- PPE should be worn for the duration of person-to-person contact.
- Utilize boom-only audio when possible.
- Some multi-talent scripts may require a second Boom Operator.

### **25. Medical Personnel / Set Medic**

- Additional medics on set with clear messaging (these medics' primary function would be to screen crew, cast and extras)

- Medical personnel should take temperatures/check medical credentials/approvals.
- Medical personnel should patrol the set and proactively consult with personnel and ensure that all SOP's are being adhered to.
- Medical personnel should visually monitor cast and crew for those that look ill.

## **26. On-Set Communication**

- Devices (radios, phones, loud-hailers, etc.) should be signed out the day before for quick distribution on the shoot day.
- Devices should be individually bagged and handed to the user in its bag.
- No sharing of devices.
- Replacement batteries should be disinfected in between uses, bagged, and handed to the crew as needed.

## **27. Video Village Set Up**

- Chairs should be disinfected before and after people sit down.
- Directors chairs to be plastic chairs as they are easier to disinfect.
- Video Village should be set up outside if possible.
- Additional monitors should be set up to allow for social distancing.
- Each person that needs to view the scene should be provided separate monitor distanced appropriately apart.

## **28. Actors**

- Consider a temporary clear barrier between actors while establishing marks and positions and remove at the last moment.
- Consider alternate shot set-ups, camera angles, lenses, etc.
- For intimate scenes, talent should have to test negative for the virus and be able to produce results.

## **29. Extras**

- The number of Extras required must be carefully considered.

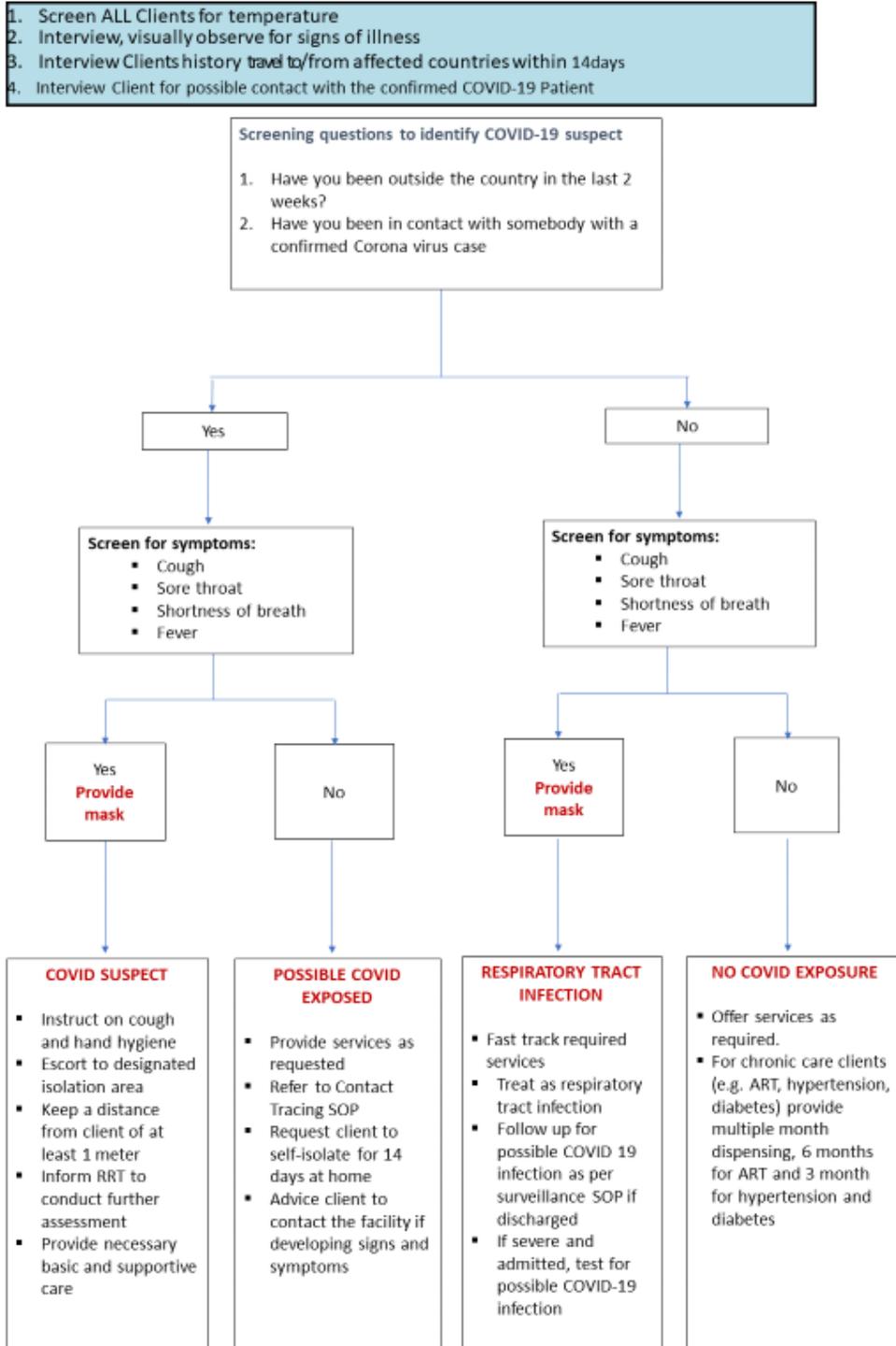
- Ensure enough space, tables and chairs for Extras holding areas to promote social distancing.
- Provide one pen for each Extra to execute paperwork and instruct them to not share.

**30. Minors at the workplace**

- Be sure to have PPE that will fit minors.
- Ensure appropriate PPE and social distancing for chaperons
- Where possible provide a separate area for minors and their chaperons to practice social distancing in the workplace.
- No make-up unless absolutely necessary.

# Annexure A

## Covid-19 outbreak facility screening flow chart



**Infection, Prevention and Control**



Handwashing or hand sanitizing station should be available at facility entrance



Surgical mask for screening staff



Surgical mask for all clients with cough before they enter the facility



Full protective clothing for HCW that will provide care to a Corona suspect going to isolation

## **Standard Precautions**

### **Standard Precautions recommended measures for suspects include the following:**

1. Ask the patient to wear a medical mask and move them to a single room with the door closed
2. Staff entering the room should use standard, precautions – including wearing a fit- checked P2 respiratory (or a N95) mask, disposable gown, gloves and eye protection – in addition to standard precautions.
3. Ensure that the patient, potentially contaminated areas, and waste are managed appropriately.
4. Cover nose and mouth during coughing or sneezing with tissue or flexed elbow for others.
5. Perform hand hygiene after contact with respiratory secretions.
6. Rational, correct, and consistent use of available PPE helps to reduce the spread of the pathogens.

These precautions should continue if the patient is admitted and moved (maintaining infection control) to another hospital area.

### **Standard Precautions for Contact and Droplet precautions for suspected COVID-19 infection:**

1. Place patients in adequately ventilated single rooms
2. When single rooms are not available, can put patient in one room maintain the distanced of at least 1 meter between beds. As much as possible avoid mixing together of suspected and Confirmed cases.
3. Apply Infection prevention and control measures when providing health care where COVID- 19 infection is suspected, the Interim Guidance in addition to Standard Precautions, all individuals, including family members, visitors and HCWs should apply Contact and Droplet precautions is to:
  - Place patient beds at least 1-m apart;
  - Use a medical mask
  - Use eye/facial protection (i.e. goggles or a face shield);
  - Use a clean, non-sterile, long-sleeved fluid resistant gown;
  - Use gloves;
  - Use either single use disposable equipment or dedicated equipment (e.g. stethoscopes, blood pressure cuffs and thermometers). If equipment needs to be shared among patients, clean and disinfect between each patient use (e.g. ethyl alcohol 70%);
  - Refrain from touching eyes, nose or mouth with potentially contaminated hands;
  - Avoid the movement and transport of patients out of the room or area unless medically necessary.
  - Use mobile equipment as much as possible to minimize shifting of patients. eg portable X-ray.
  - If transport is required, use pre-determined transport routes to minimize exposures to staff, other patients and visitors and apply medical mask to patient;
  - Ensure that HCWs who are transporting patients wear appropriate PPE as described above and perform hand hygiene; refer to transport SOP

- Notify the receiving area of necessary precautions as soon as possible before the patient's arrival;
- Routinely clean and disinfect patient-contact surfaces;
- Limit the number of HCWs, family members and visitors in contact with a patient with suspected COVID-19 infection;
- Maintain a record of all persons entering the patient's room including all staff and visitors.