



IPA | Agency COVID-19 Production Risk Overview

There is no production insurance for any COVID-19-related disruption.
 This document provides a framework to assess a script/concept prior to production, identify where uninsurable COVID-19 production risks may exist, and provide suggestions for how those risks can be mitigated.
 Client and agency should discuss risks and potential mitigation strategies prior to script approval or any production kick-off.

PROJECT INFORMATION		Notes
Client	[insert]	
Brand/Product	[insert]	
Media/Moderate	[insert - film/tv/photography/print/digital/etc]	
Script/Concept Title	[insert]	
Risk Assessed by	[insert - agency producer name]	
Date Assessed	[insert]	

Production Type	Relevant? Input YES or NO	Risk Overview	Suggested Mitigation Strategy	Estimated Relative Risk after Mitigations
PRODUCTION PROCESS				
Pre-Production	[insert]	- Gathering for meetings (PPM, etc) carries risk of infection	- All meetings handled remotely - All unavoidable interaction to follow APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK i.e. casting, wardrobe, hair & makeup tests - A properly scheduled production, with ample time allocated for pre-production & approvals, will reduce risk	Low
Shoot	[insert]	- Assembling a crew of any size carries risk of infection, causing delay or shutdown - Risk of non-appearance of key crew, causing delay or shutdown	- Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK - Non-essential personnel to join shoot remotely - Backups agreed for key crew - Understudy talent agreed for all critical roles - A properly scheduled production, with ample time allocated for shoot & approvals, will reduce risk	Moderate pending scale of shoot & other variables
Post Production	[insert]	- Gathering to view edits/process work carries risk of infection - Risk of non-appearance of lead key artists, causing delay or shutdown	- Remote editing/approvals to eliminate risk of infection - Agreed backups for key personnel - Business continuity plan in place by post house - A properly scheduled production, with ample time allocated for post production & approvals, will reduce risk	Low pending complexity of vfx & length of project

Production Type	Relevant? Input YES or NO	Risk Overview	Suggested Mitigation Strategy	Estimated Relative Risk after Mitigations
TALENT / ARTISTS / MODELS				
Celebrities	[insert]	- Significant risk if production rests on appearance of any irreplaceable talent	- discuss mitigation options with talent's agent - Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK - Risk not able to be fully mitigated, which may cause production disruption leading to cancellation or postponement	High
Featured Artists on camera	[insert]	- Significant risk if production rests on appearance of any irreplaceable talent	- discuss mitigation options with talent's agent - Understudy actors approved, wardrobes, rehearsed, and available to shoot - Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK	Moderate
Characters interacting on camera	[insert]	- Interaction on set and in rehearsal carries risk of infection, causing delay or shutdown	- discuss mitigation options with talent's agent - consider casting talent who are isolating together - Understudy actors approved, wardrobe, rehearsed, and available to shoot - Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK	Moderate
Characters on camera together	[insert]	- Interaction on set and in rehearsal carries risk of infection, causing delay or shutdown	- discuss mitigation options with talent's agent - Understudy actors approved, wardrobe, rehearsed, and available to shoot - Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK	Moderate
Crowd scenes	[insert]	- Interaction on set and in rehearsal carries risk of infection, causing delay or shutdown - Larger groups increases risk of transmission - Significant risk if transmission when gathering a crowd of any size, causing delay or shutdown	- shoot crowd as smaller, more contained plates to be composited in post production - Risk not able to be fully mitigated, which may cause production disruption leading to cancellation or postponement	High
Voice Over talent	[insert]	- Gathering for a sound session and recording in a studio means increased risk of infection.	- Ensure recording studio has appropriate health & safety measures in place, and business continuity plan. - Understudy voice talent approved and available to record. - Remote recording used where possible.	Low

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SHOOT TYPE				
Location Shoot - significant distance from production hub, requiring overnight accommodation	[insert]	<ul style="list-style-type: none"> - Assembling a crew of any size carries risk of infection, causing delay or shutdown - risk of non-appearance of key crew, causing delay or shutdown - working in public spaces means uncontrollable members of the public, which increases risk of infection, causing delay or shutdown - travel to location makes social distancing difficult - accommodation at location makes social distancing difficult 	<ul style="list-style-type: none"> - Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK - non-essential personnel to join shoot remotely - Backups agreed for key crew - Understudy talent agreed for all critical roles 	High
Location Shoot - Interior - small scale space i.e. domestic household	[insert]	<ul style="list-style-type: none"> - Assembling a crew of any size carries risk of infection, causing delay or shutdown - risk of non-appearance of key crew, causing delay or shutdown - working in close quarters carries risk of infection, causing delay or shutdown - travel to location makes social distancing difficult - accommodation at location makes social distancing difficult 	<ul style="list-style-type: none"> - Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK - Non-essential personnel to join shoot remotely - Backups agreed for key crew - Understudy talent agreed for all critical roles 	Moderate
Location Shoot - Interior - large scale space i.e. warehouse	[insert]	<ul style="list-style-type: none"> - Assembling a crew of any size carries risk of infection, causing delay or shutdown - risk of non-appearance of key crew, causing delay or shutdown - travel to location makes social distancing difficult - accommodation at location makes social distancing difficult 	<ul style="list-style-type: none"> - Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK - Non-essential personnel to join shoot remotely - Backups agreed for key crew - Understudy talent agreed for all critical roles 	Low pending complexity of shoot & other variables
Location Shoot - exterior public spaces	[insert]	<ul style="list-style-type: none"> - Assembling a crew of any size carries risk of infection, causing delay or shutdown - Risk of non-appearance of key crew, causing delay or shutdown - working in public spaces means uncontrollable members of the public, which increases risk of infection, causing delay or shutdown - travel to location makes social distancing difficult - accommodation at location makes social distancing difficult - potential issue with location permits, pending government (or local council) - potential issue with government guidance and potential PR risk for client 	<ul style="list-style-type: none"> - Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK - Non-essential personnel to join shoot remotely - Backups agreed for key crew - Understudy talent agreed for all critical roles - PR risk can be mitigated through strict observance of government guidance, but risk remains high 	High
Location Shoot - general exterior	[insert]	<ul style="list-style-type: none"> - Assembling a crew of any size carries risk of infection, causing delay or shutdown - Risk of non-appearance of key crew, causing delay or shutdown - working in public spaces means uncontrollable members of the public, which increases risk of infection, causing delay or shutdown - travel to location makes social distancing difficult - potential issue with location permits, pending government (or local council) 	<ul style="list-style-type: none"> - Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK - Non-essential personnel to join shoot remotely - Backups agreed for key crew - Understudy talent agreed for all critical roles 	Moderate
Studio Shoot / Set Build	[insert]	<ul style="list-style-type: none"> - Assembling a crew of any size carries risk of infection, causing delay or shutdown - Risk of non-appearance of key crew, causing delay or shutdown 	<ul style="list-style-type: none"> - Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK - Non-essential personnel to join shoot remotely - Backups agreed for key crew - Understudy talent agreed for all critical roles - Additional time for any set construction 	Low pending complexity of shoot & other variables
Remote shoot in talent's home	[insert]	<ul style="list-style-type: none"> - Assembling a crew of any size carries risk of infection, causing delay or shutdown - Risk of non-appearance of key crew, causing delay or shutdown 	<ul style="list-style-type: none"> - Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK - Backups agreed for key crew - Any equipment sent to talent sanitised prior to delivery and upon receipt by talent 	Low
GOVERNMENT POLICY/GUIDANCE				
UK based shoot	[insert]	<ul style="list-style-type: none"> - Change in UK Government policy i.e.. travel ban/restrictions, non-essential work shutdown, lockdown 	<ul style="list-style-type: none"> - Risk not able to be mitigated, which may cause production disruption leading to cancellation or postponement 	High
Foreign-based shoot	[insert]	<ul style="list-style-type: none"> - Change in other government policy i.e.. travel ban/restrictions, non-essential work shutdown, lockdown 	<ul style="list-style-type: none"> - Risk not able to be mitigated, which may cause production disruption leading to cancellation or postponement 	High
Remote shoot in talent's home	[insert]	<ul style="list-style-type: none"> - Change in other government policy leading to inability to deliver equipment or other key props 	<ul style="list-style-type: none"> - Risk not able to be mitigated, which may cause production disruption leading to cancellation or postponement 	Low pending complexity of shoot & other variables

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OTHER RISK FACTORS				
Delivery of product/key props	[insert]	- Non-appearance of product could cause delay, postponement or cancellation of production - Change in government policy may affect delivery logistics	- Leave additional time for shipping - Consider a post production-based solution (CGI modelling of product, pack replacement, etc)	Moderate
Licensing of Intellectual Property i.e. film, television, characters, footage, photography, stock	[insert]	- Upfront financial commitment amplifies the financial risk of cancellation	- Discuss contract terms with the agent/supplier to protect against production cancellation	Low
Complex Hair/Makeup/Wardrobe	[insert]	- Complex hair/makeup/wardrobe requiring increased interaction between crew & talent, carries increased risk of infection, causing delay or shutdown i.e.. prosthetics, custom or period clothing, complex hairstyles	- Requirement to implement APA COVID Shooting Guidelines, including Hair/Makeup/Wardrobe departments wearing Level 2 PPE and disposable kit	High
Animal training	[insert]	- Multiple personnel in close quarters carries heightened risk of infection, causing delay or shutdown	- Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK	Moderate
Puppeteers	[insert]	- Multiple puppeteers working in close quarters on set and in rehearsal carries risk of infection, causing delay or shutdown	- Understudy puppeteers approved, rehearsed, and available to shoot - Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK	Moderate
Precision driving and/or car interior shots	[insert]	- Multiple personnel working in close quarters in a confined space carries heightened risk of infection, causing delay or shutdown	- Requirement to implement APA COVID Shooting Guidelines, or local equivalent if shooting outside of UK	High
[insert if needed]	[insert]	[insert if needed]	[insert if needed]	[insert if needed]
[insert if needed]	[insert]	[insert if needed]	[insert if needed]	[insert if needed]
[insert if needed]	[insert]	[insert if needed]	[insert if needed]	[insert if needed]
[insert if needed]	[insert]	[insert if needed]	[insert if needed]	[insert if needed]
For reference:				© IPA 2020 VER: 1.1
APA COVID-19 Shooting Guidelines		LINK HERE		