



## IPA/APA | COVID-19 Production Risk Mitigation Plan

There is no production insurance for any COVID-19-related disruption.

This document provides a framework to identify where uninsurable COVID-19 production risks exist, and what steps are being taken to mitigate those risks.

Agency should work with all production partners to complete this document.

Client and agency should discuss risks and mitigations prior to Estimate Approval.

| PROJECT INFORMATION              |                                       |
|----------------------------------|---------------------------------------|
| Client                           | [insert]                              |
| Brand / Product                  | [insert]                              |
| Project / Campaign Name          | [insert]                              |
| Agency Job Number (if available) | [insert]                              |
| Total Budget                     | [insert]                              |
| Currency                         | [insert: GBP / EUR / USD / CNY / etc] |
| PERSONNEL                        |                                       |
| Client   Senior Brand Lead       | [insert]                              |
| Client   [insert if needed]      | [insert]                              |
| Client   [insert if needed]      | [insert]                              |
| Agency   Account Management Lead | [insert]                              |
| Agency   Legal Council Lead      | [insert]                              |
| Agency   Production Lead         | [insert]                              |
| Agency   [insert if needed]      | [insert]                              |
| Agency   [insert if needed]      | [insert]                              |

| _  |   |                       |  |  |
|----|---|-----------------------|--|--|
| GO | OVERNMENT POLICY/GUIDANCE & TALENT RISK IN ASSOCIATED AGENCY ESTIMATE |                       |  |  |
| Α  | General   Government Policy/Guidance                                  |                       |  |  |
| В  | General   Talent / Actors / Models                                    |                       |  |  |
| С  | General   Other   |                       |  |  |
| PR | ODUCTION PARTNERS CONTRACTED IN ASSOCIATED AGENCY ESTIMATE            |                       |  |  |
| D  | Film   Production Company   | [insert company name] |  |  |
| E  | Film   Editing Company  | [insert company name] |  |  |
| F  | Film   Post Production Company  | [insert company name] |  |  |
| G  | Film   Audio Production Company                                       | [insert company name] |  |  |
| Н  | Stills   Photographic/Visual Artist Agent                             | [insert company name] |  |  |
| ı  | Stills   Production Company   | [insert company name] |  |  |
| J  | Stills   Retouching & CGI Company                                     | [insert company name] |  |  |
| K  | Stills   Design Agency  | [insert company name] |  |  |
| L  | Stills   Reprographic Agency  | [insert company name] |  |  |
| M  | Other   [insert if needed]  | [insert company name] |  |  |
| N  | Other   [insert if needed]  | [insert company name] |  |  |

|              | COVID-19 Specific Risk Types  | <u>Relevant?</u><br>Select YES or NO | <u>Mitigation Plan</u><br>PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line       |
|--------------|---|--------------------------------------|--|
| A Ge         | eneral   Government Policy/Guidance   |                                      |  |
| 1 Ch         | ange in UK Government policy/guidance<br>. travel ban/restrictions, non-essential work shutdown, lockdown   | YES                                  | This is a non-controllable, uninsurable risk that may directly affect all elements of this production. |
|              | ange in other government policy/guidance<br>. travel ban/restrictions, non-essential work shutdown, lockdown  |                                      | This is a non-controllable, uninsurable risk that may directly affect all elements of this production. |
| 3 [in        | sert if needed]   |                                      |  |
|              | COVID-19 Specific Risk Types  | <u>Relevant?</u><br>Select YES or NO | <u>Mitigation Plan.</u> PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line         |
| G G          | eneral   Talent / Actors / Models   |                                      |  |
| i.e.         | y role in an 'at risk' category<br>. 60+ years old or those with underlying medical conditions (such as<br>rdiovascular disease, diabetes, chronic respiratory disease, and cancer) |                                      | [GDPR NOTE: DO NOT INCLUDE ANY ARTIST DETAILS OR DETAILS OF SPECIFIC CONDITIONS]                       |
| . No         | n-appearance of Celebrity talent  |                                      |  |
| No           | n-appearance of Featured talent   |                                      |  |
| No           | n-appearance of Walk-on talent  |                                      |  |
| No           | n-appearance of Background/Extra talent   |                                      |  |
| No           | n-appearance of Voiceover talent  |                                      |  |
| Tra          | avel required for talent  |                                      |  |
| [in          | sert if needed]   |                                      |  |
|              |   |                                      |  |
|              | COVID-19 Specific Risk Types  | Relevant?                            | <u>Mitigation Plan</u>   |
|              |   | Select YES or NO                     | PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line                                 |
| Ge           | eneral   Other  |                                      |  |
| No<br>i.e.   | on-appearance of key agency personnel<br>. creative director, agency producer, etc  |                                      |  |
| Sh           | ipping of key props/product   |                                      |  |
| Lic<br>i.e   | ensed Intellectual Property, requiring upfront financial commitment<br>. film references, literary references, footage, music, etc  |                                      |  |
| Ce           | lebrity involvement, requiring upfront financial commitment   |                                      |  |
| _            | sert if needed]   |                                      |  |
|              |   | II.                                  |  |
|              | COVID-19 Specific Risk Types  | <u>Relevant?</u><br>Select YES or NO | <u>Mitigation Plan</u><br>PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line       |
| Fil          | m   Production Company  |                                      |  |
| No           | n-appearance of director  |                                      |  |
| No           | n-appearance of producer  |                                      |  |
|              | on-appearance of key crew member<br>. cinematographer, production designer, other department heads, etc   |                                      |  |
| No           | on-appearance of other crew member  |                                      |  |
| Tra          | avel required for crew  |                                      |  |
| Tra          | avel required for agency/client personnel   |                                      |  |
| He           | alth & safety precautions being implemented during pre-production   |                                      |  |
|              | alth & safety precautions being implemented during shoot  |                                      |  |
| He           | alth & safety precautions being implemented for talent/artists<br>celebrities, featured artists, walk-ons, background extras, etc   |                                      |  |
|              |   |                                      |  |
| i.e.<br>0 Bu | siness continuity plan in place for COVID-19-related disruption . office support, IT infrastructure, executive leadership, etc  |                                      |  |

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| Series   Editing Company   Series   S   |    |   | COVID-19 Floudciion Nisk Williga | uori rilair   |
|--|----|---|----------------------------------|---|
| File   Post Production Company   |    | COVID-19 Specific Risk Types  | Relevant?                        | Mitigation Plan  PC: Alt+Enter to start new line   Mac: Ontion+Enter to start new line        |
| L. editor, austions editor, produce, etc.  | E  | Film   Editing Company  | SCIECULES OF NO                  | Te. Alternation to state new line.   Index option tenter to state new line                    |
| Transfer respect for efforcis learn  Feath and survey procedures the implementation of the process  From Foot Production Company  Final Post Post Production Company  Final Post Production Company  Final Post Production Company  Final Post Production Company  Final Post Post Production Company  Final Post Post Production Company  Final Post | 1  |   |                                  |   |
| First ordinary plan in place for COVID-39-seeded shoughts  | 2  | 7.1   |                                  |   |
| Eliment Fracerol  COVID-19 Specific Biol Rypes  Fig. Ast Fatients or war resource or size of the Part  | 3  | Travel required for agency/client personnel   |                                  |   |
| Le college sport, if inflationary exceptive leadership, etc.   | 4  |   |                                  |   |
| Record   | ٥  | i.e. office support, IT infrastructure, executive leadership, etc                                     |                                  |   |
| Filin   Post Production Company  | 6  | [insert if needed]  |                                  |   |
| Filin   Post Production Company  | b  | COVID-19 Specific Risk Types  | Relevant?                        | Mitigation Plan   |
| Non-appearance of VPF suppressor   Non-appearance   | E  | Film   Post Production Company  | Select YES or NO                 | PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line                        |
| But   Delication processes   Delication processes  | 1  |   |                                  |   |
| Enter improved for agency/contest premotive  | 2  | Non-appearance of other key post-production personnel i.e. 3D lead, 2D lead, colourist, producer, etc |                                  |   |
| Excitate Suprocurrent to the suprocurrent of t | 3  |   |                                  |   |
| Le coffice support. IT infrastracture, executive leadership, etc.    Covin-15-specific 80h types.   Selectific 9 hours   Selectific 9 h | 5  | - 1   |                                  |   |
| COVID-13 Sectific Risk Types   | 6  | Business continuity plan in place for COVID-19-related disruption                                     |                                  |   |
| COVID-19 Specific Risk Types   Select YES or NO   P.C. All-Enter to start now line   Mais Option-Finite to start now line   Mais Opti   | 7  | 11 7 1  |                                  |   |
| Select YES on NO   Pic. Affective to parameter line.   Mac. Option-Enter to start new line   | Ĺ  |   |                                  |   |
| Le clear despiners, studio manager, producer, et c. lead engineer, et c. l |    | COVID-19 Specific Risk Types  | Relevant? Select YES or NO       | <u>Mitigation Plan</u> PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line |
| E.e. laid eigneer, studio manager, producer, etc  1 Travel required for audio learn  2 Travel required for audio learn  3 Travel required for audio learn  4 Person or sarror, pressurous being implemented for latent/artists  5 Aceta R. Sarety pressurous being implemented for latent/artists  6 Business continuity plain in place for COVID-19-related disruption  7 Elevant's  7 Insert if needed  7 Insert if needed  7 Elevant's  7 COVID-19-specific field Types  7 Covid Types  7 COVID-19-specific field Types  7 COVID-19-specific  | G  | Film   Audio Production Company   |                                  |   |
| 2. Travel required for audio taxon  1. See that is a step pre-causions being implemented for talent/artists  1. Evoice over artists, etc.  1. See that is a step pre-causion being implemented for talent/artists  2. Evoice over artists, etc.  2. Justine for required for audio taxon  2. Select YSS or NO  2. Select YSS or NO  2. Select YSS or NO  3. Stills   Photographic/Visual Artist Agent  2. Non-appearance of photographer/visual artist  3. Select YSS or NO  3. Stills   Production Company  3. Stills   Production Company  4. Select YSS or NO  5. Stills   Production Company  5. Stills   Production Company  5. Stills   Production Company  6. All-Enter to start new line   More Option-Enter to start new line    7. Stills   Production Company  8. Select YSS or NO  8. All-Enter to start new line   More Option-Enter to start new line    8. Non-appearance of photographer/visual artist  9. Non-appearance of photographer (your emberred)  1. Non-appearance of producer  1. Non-appearance of producer  1. Non-appearance of producer  2. Non-appearance of producer  3. Non-appearance of producer  4. Non-appearance of producer  5. Travel required for cew member  6. Travel required for cew member  7. Travel required for genery/client personnel  8. Select YSS or NO  | 1  | Non-appearance of key audio personnel   |                                  |   |
| Seed of the support, I infrastructure, executive leadership, etc   | 2  |   |                                  |   |
| health & salety precautions being implemented for talent/artists be viole over attrist, etc.  be subserved or the production of the produ | 3  | Travel required for agency/client personnel   |                                  |   |
| 6 Bulbres continuity plan in place for COVID-19 section (executive leadership, etc. 7 [Insert in needed]  COVID-19 Secolific Risk Types  COVID-19 Secolific Risk Types  Select YES or NO  Select | 5  | nrocess Health & safety precautions being implemented for talent/artists                              |                                  |   |
| COVID-19-5pecific Risk Types   Relevant?   P.C. Alts Enter to start new line   Mist Option-Enter to start    | 6  | Business continuity plan in place for COVID-19-related disruption                                     |                                  |   |
| Stills   Photographic/Visual Artist Agent  | 7  |   |                                  |   |
| Stills   Photographic/Visual Artist Agent  |    | COVER 40 Constitution   | Delevento                        | Military Nov. Disc.   |
| Non-appearance of photographer/visual artist   |    | COVID-13 Specific risk Types  | Select YES or NO                 | PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line                        |
| 2 Business continuity plan in place for COVID-19 related disruption is e. office support, IT infrastructure, executive leadership, etc  COVID-19 Specific Risk Types  COVID-19 Specific Risk Types  Relevant?  Select YES or NO  PC: All+Enter to start new line.   Mac: Option+Enter to start new line  Select YES or NO  PC: All+Enter to start new line.   Mac: Option+Enter to start new line  Select YES or NO  PC: All+Enter to start new line.   Mac: Option+Enter to start new line  Select YES or NO  PC: All+Enter to start new line.   Mac: Option+Enter to start new line  Select YES or NO  PC: All+Enter to start new line.   Mac: Option+Enter to start new line  Williagation Plan.  Relevant?  Non-appearance of producer  Non-appearance of select crew member  It ravel required for crew  Travel required for gency/client personnel  Health & safety precautions being implemented during pre-production  Health & safety precautions being implemented during shoot  Health & safety precautions being implemented during shoot  Business continuity plan in place for COVID-19-related disruption  Le. office support, IT infrastructure, executive leadership, etc  COVID-19 Specific Risk Types  Relevant?  Select YES or NO  PC: All+Enter to start new line.   Mac: Option+Enter to start new line  COVID-19 Specific Risk Types  Relevant?  Select YES or NO  PC: All+Enter to start new line.   Mac: Option+Enter to start new line  All Non-appearance of the creating implemented during retouching process  Le. health & safety precautions being implemented during retouching process  University of the start new line,   Mac: Option+Enter to | H  |   |                                  |   |
| I.e. office support, IT infrastructure, executive leadership, etc  | 2  |   |                                  |   |
| Recom? Select YES or NO PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line.   Non-appearance of photographer/visual artist Non-appearance of producer Non-appearance of producer Non-appearance of producer Non-appearance of producer Non-appearance of key crew member Ledigl-op, 1st assistant, production designer, other department heads, etc Non-appearance of key crew member Non-appearance of ke |    | i.e. office support, IT infrastructure, executive leadership, etc                                     |                                  |   |
| Select YES or NO PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line.   | 3  | [insert if needed]  |                                  |   |
| Stills   Production Company   Non-appearance of photographer/visual artist   |    | COVID-19 Specific Risk Types  | Relevant?                        | Mitigation Plan   |
| 1 Non-appearance of photographer/visual artist 2 Non-appearance of producer 3 Non-appearance of producer 4 Non-appearance of the crew member 5 Le. digi-op, 1st assistant, production designer, other department heads, etc 6 Travel required for crew 7 Travel required for agency/client personnel 7 Health & safety precautions being implemented during pre-production 8 Health & safety precautions being implemented during shoot 9 Health & safety precautions being implemented during shoot 10 Business continuity plan in place for COVID-19-related disruption 11 Le. office support, IT infrastructure, executive leadership, etc 12 Travel required for retouching personnel 13 Stills   Retouching & CGI Company 14 Non-appearance of key retouching personnel 15 Le. elebrouching, CGI artist, lead retoucher, producer, etc 16 Le. head of retouching, CGI artist, lead retoucher, producer, etc 17 Travel required for retouching team 18 Travel required for retouching team 19 Travel required for retouching team 10 Travel required for retouching team 10 Travel required for retouching team 11 Travel required for retouching team 12 Travel required for retouching team 13 Travel required for retouching team 14 Health & safety precautions being implemented during retouching process 15 Business continuity plan in place for COVID-19-related disruption 16 Le. office support, IT infrastructure, executive leadership, etc   | ı  | Stills   Production Company   | Select YES OF NO                 | PC. Alt+Enter to start new line.   Mac. Option+Enter to start new line                        |
| Non-appearance of key crew member  i. e. digi-op, 1st assistant, production designer, other department heads, etc  i. e. digi-op, 1st assistant, production designer, other department heads, etc  i. Tavel required for crew  i. Tavel required for agency/client personnel  Travel required for agency/client personnel  Health & safety precautions being implemented during pre-production  Health & safety precautions being implemented during shoot  Health & safety precautions being implemented for talent/artists i.e. celebrities, featured artists, walk-ons, background extras, etc  Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc  COVID-19 Specific Risk Types  Relevant?  Select YES or NO  PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line  On-appearance of key retouching personnel  i.e. head of retouching, CGI artist, lead retoucher, producer, etc  i.e. head of retouching, CGI artist, lead retoucher, producer, etc  Travel required for agency/client personnel  Health & safety precautions being implemented during retouching process  Business continuity plan in place for COVID-19-related disruption  i.e. office support, IT infrastructure, executive leadership, etc  Discontinuity plan in place for COVID-19-related disruption  i.e. office support, IT infrastructure, executive leadership, etc  Discontinuity plan in place for COVID-19-related disruption  i.e. office support, IT infrastructure, executive leadership, etc  Discontinuity plan in place for COVID-19-related disruption  i.e. office support, IT infrastructure, executive leadership, etc   | 1  | Non-appearance of photographer/visual artist  |                                  |   |
| Le. digi-op, 1st assistant, production designer, other department heads, etc   | 2  |   |                                  |   |
| Travel required for crew  Travel required for agency/client personnel  Travel required for agency/client personnel  Health & safety precautions being implemented during shoot  Health & safety precautions being implemented for talent/artists i.e. celebrities, featured artists, walk-ons, background extras, etc  Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc  COVID-19 Specific Risk Types  Relevant? Select YES or NO  PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line.  Stills   Retouching & CGI Company  Non-appearance of key retouching personnel i.e. head of retouching, CGI artist, lead retoucher, producer, etc  Travel required for retouching team  Travel required for retouching team  Travel required for retouching team  Travel required for agency/client personnel Health & safety precautions being implemented during retouching process Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc  | 3  |   |                                  |   |
| Travel required for agency/client personnel Health & safety precautions being implemented during pre-production Health & safety precautions being implemented during shoot Health & safety precautions being implemented for talent/artists i.e. celebrities, featured artists, walk-ons, background extras, etc  Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc  COVID-19 Specific Risk Types Relevant? Select YES or NO PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line  Non-appearance of key retouching personnel i.e. head of retouching, CGI artist, lead retoucher, producer, etc  Travel required for retouching team  | 4  |   |                                  |   |
| Health & safety precautions being implemented during shoot   | 6  |   |                                  |   |
| Health & safety precautions being implemented for talent/artists i.e. celebrities, featured artists, walk-ons, background extras, etc  10 Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc  11 [Insert if needed]  COVID-19 Specific Risk Types  Relevant? Select YES or NO PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line.   Mac: Option+Enter to start new line.    Non-appearance of key retouching personnel i.e. head of retouching, CGI artist, lead retoucher, producer, etc  Travel required for retouching team  Travel required for retouching team  Health & safety precautions being implemented during retouching process  Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc   | 7  |   |                                  |   |
| Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc    COVID-19 Specific Risk Types   Relevant?   Select YES or NO   PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line.   Mac: Option+Enter to start new line.  |    | Health & safety precautions being implemented for talent/artists                                      |                                  |   |
| COVID-19 Specific Risk Types  Relevant2 Select YES or NO PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line.   Mac: | 10 | Business continuity plan in place for COVID-19-related disruption                                     |                                  |   |
| Select YES or NO PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line  J Stills   Retouching & CGI Company  Non-appearance of key retouching personnel i.e. head of retouching, CGI artist, lead retoucher, producer, etc  Travel required for retouching team Travel required for agency/client personnel Health & safety precautions being implemented during retouching process  Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc  | 11 |   |                                  |   |
| Select YES or NO PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line  J Stills   Retouching & CGI Company  Non-appearance of key retouching personnel i.e. head of retouching, CGI artist, lead retoucher, producer, etc  Travel required for retouching team Travel required for agency/client personnel Health & safety precautions being implemented during retouching process  Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc  |    | COVID-19 Specific Pick Tupes  | Relevant2                        | Mitigation Plan   |
| Non-appearance of key retouching personnel i.e. head of retouching, CGI artist, lead retoucher, producer, etc  Travel required for retouching team  Travel required for agency/client personnel  Health & safety precautions being implemented during retouching process  Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc  |    |   |                                  |   |
| i.e. head of retouching, CGI artist, Tead retoucher, producer, etc  Travel required for retouching team  Travel required for agency/client personnel  Health & safety precautions being implemented during retouching process  Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc   | J  |   |                                  |   |
| Travel required for agency/client personnel  Health & safety precautions being implemented during retouching process  Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc  | 1  |   |                                  |   |
| Health & safety precautions being implemented during retouching process  Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc   | 2  | -   |                                  |   |
| Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership, etc  | 4  |   |                                  |   |
|  | 5  |   |                                  |   |
| 6 [insert if needed]   |    |   |                                  |   |
|  |    |   |                                  |   |

| COVID-19 Production Risk Mitigation Plan   |                                      |  |
|--|--------------------------------------|--|
|  |                                      |  |
| COVID-19 Specific Risk Types   | Relevant? Select YES or NO           | <u>Mitigation Plan</u> PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line  |
| K Stills   Design Agency   |                                      |  |
| Non-appearance of key design personnel     i.e. head of design, lead designer, artworker, studio manager, etc                    |                                      |  |
| 2 Travel required for design team  |                                      |  |
| 3 Travel required for agency/client personnel  |                                      |  |
| 4 Health & safety precautions being implemented during retouching process  |                                      |  |
| 5 Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership |                                      |  |
| 6 [insert if needed]   |                                      |  |
|  |                                      |  |
| COVID-19 Specific Risk Types   | Relevant? Select YES or NO           | Mitigation Plan PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line   |
| L Stills   Reprographic Agency   |                                      |  |
| Non-appearance of key reprographic personnel i.e. reprographic manager, print buyer, producer, other department heads, etc       |                                      |  |
| 2 Travel required for reprographic team  |                                      |  |
| 3 Travel required for agency/client personnel  |                                      |  |
| 4 Health & safety precautions being implemented during reprographic process  |                                      |  |
| 5 Business continuity plan in place for COVID-19-related disruption i.e. office support, IT infrastructure, executive leadership |                                      |  |
| 6 [insert if needed]   |                                      |  |
| COVID-19 Specific Risk Types   | <u>Relevant?</u><br>Select YES or NO | <u>Mitigation Plan</u> PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line  |
| M Other   [insert if needed]   |                                      |  |
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| COVID-19 Specific Risk Types   | Relevant? Select YES or NO           | <u>Mitigation Plan</u> PC: Alt+Enter to start new line.   Mac: Option+Enter to start new line  |
| N Other   [insert if needed]   |                                      |  |
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