

ENTERTAINMENT SOCIETY OF GOA

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Ref No. ESG/Events/19-20/FS/AGLPA/ 2506

Date: 22/06/2020

C I R C U L A R

It is informed to all concerned that Government has granted approval for the resumption of Film Shooting operation in the State of Goa subject to following Standard Operating Procedures (SOPs) and General Guidelines during the pandemic COVID-19 as enclosed in Annexure I.

All the Line Producers and other concerned are hereby directed to adhere to the SOPs and guidelines that have been formulated in order to carry out film and other types of shooting in the State of Goa and they will have to give an undertaking of this effect while submitting the Application for the shooting permission to the Entertainment Society of Goa.

It may be noted that as the permissions for film shooting are granted by this office to the Line Producers to carry out film and other shootings at any location in the State of Goa therefore it puts the responsibility on the concerned Line Producer to strictly enforce the SOPs and General Guidelines by all concerned. However, if it any given time it is brought to the notice of the Authorities that the SOPs & Guidelines laid down are not being adhered to, the permission allotted shall thus be withdrawn immediately. The ESG shall not be liable to refund payments made towards the permissions withdrawn due to any violation.

The Government may intimate any amendment or change in any of the requirements to issue film shooting permissions as and when required which should be followed without any deviation after intimation.


(Amit Satija, IAS)

Chief Executive Officer, ESG

Enclosed:

- 1) Copy of the Standard Operating Procedures and General Guidelines

Copy to:

- 1) Registered Line Producers of the ESG
- 2) The Director, Department of Information & Publicity, Government of Goa
- 3) All concerned Departments, Government of Goa
- 4) Concerned File
- 5) Office Copy
- 6) Guard File
- 7) Notice Board

ANNEXURE I

STANDARD OPERATING PROCEDURES (SOPs) & GENERAL GUIDELINES FOR FILM SHOOTING IN THE STATE OF GOA DURING THE PANDEMIC COVID-19

1. Washing and sanitizing hands as a mandatory step for everyone on entry, exit & during the shoot.
2. Minimize the people on the sets as much as possible and wherever possible departments that can work remotely should be allowed to do so.
3. Each crew member to be provided with proper mask & gloves which will be mandatory to wear during the entire shoot indoor and outdoor.
4. The production house will also have to take charge of assigning designated people to open doors, to ensure used masks are disposed and not left unattended, food items are handled in a proper manner, etc.
5. There should sufficient space made available during shooting so as to ensure that the crew members can be separated.
6. Aspects like preparing posters, floor markings, use of portable chairs and furniture needs to be taken into consideration. Maintaining social distancing for all is mandatory
7. Sanitization will be given utmost importance and the set will be sanitized every day beforehand after the shoot of all equipments, shooting floors, rooms etc.
8. Every set will have 3 types of sanitizers available - hand sanitizer, surface sanitizer & space sanitizer, which members will have to study and use appropriately.
9. Use of Toilets, portable washbasin is advised and it should be strategically placed and if possible, bathing arrangements should be provided. All these facilities should be separate for ladies and gents. These facilities should be manned and sanitized continuously.
10. Every set will now have a dedicated COVID-19 helpdesk, with at least one member, who will keep a check on all the necessary aspects, thereby maintain a record and supervise anti-contagion measures. This desk will monitor the people of the crew. In case of crew member found ill same to be reported to the nearest health centre immediately.
11. Besides this, every member will have to follow the COVID-19 protocol, by submitting the consent form about fitness and health declaration, undergo temperature check, submit necessary documents, and use the necessary PPE kits or gears, as suggested by the Government guidelines.
12. Actors and crew members will have to adhere to filming protocols, both for fiction and non-fiction shows with proper zoning, scheduling of the shifts, social distancing.

13. Zones in the Shooting area to be defined as per the requirement of the Shooting respectively taking into consideration the social distancing norms
14. Casting will be conducted online and the respective teams can follow one of the two options, where the candidate can either tape and send their audition (which can be checked later by the team) or through video-calls. These conversations with the casting director or team have to be recorded and stored in drives or computers.
15. Locations will be chosen taking into consideration if the locality falls in containment zone. Permissions and approvals will be needed beforehand.
16. Any activity for pre-production and scouting location should be done with minimum staff and vehicles can be shared keeping government guidelines in mind.
17. Entire crew to be well educated in regards to rules and regulations that are to be followed on sets while shooting.
18. All the departments working on set should follow social distancing, health and safety measures as defined by the Government for COVID-19. The Manpower/Crew members to be assigned to these departments taking into consideration these parameters.
19. Any pregnant employee should not be allowed on the set however, if an employee has spouse pregnant they could be allowed if the employee is stationed away from the home during the shooting duration and submit self declaration.
20. Crew coming from outside state should follow all the SOP's /rules and regulations pertaining to the entry in the state as defined by the Government of Goa at the time of entry to the State.
21. Total number of crew members involved in shooting cannot exceed more than 100 to 110 for Non-fiction and 50 to 55 for Fiction.
22. Shooting related permissions.
 - Permissions required for the shooting shall be the responsibility of the registered Line Producers with ESG and in case of Goan production houses, the responsibility liaise with film producer.
 - All the necessary permissions should be taken as per the Film shooting permissions norms of the State of Goa through ESG. However, the Film shooting norms applicable for the shooting during pandemic as stated / notified should be followed strictly
 - Line Producer / Producer is responsible to ensure that all the necessary precautions as defined and all the rules and regulations are followed and carried out without any deviation.
 - Film shooting permissions are applicable for both private or public places and the same is also applicable for the Goan production houses.

- Film Shootings in the Containment zones, Buffer Zones and any other such area as decided by the government will not be permitted and if any area is declared so after the permission has been granted, the same will stand withdrawn immediately from the date of issue of such Order.
- Shooting is preferred to be done in the open areas, away from the residential areas and densely populated areas.
- Installation of the Aarogya Setu app on mobile phones shall be mandatory for all persons involved in shooting, shooting permissions and related ancillary activities.
- Permissions issued for the shooting will be based on the situation of the area where the shoot is requested.
- Permissions will be withdrawn if the production house fails to abide by the defined rules and regulations

Following documents to be submitted while acquiring permissions for shooting apart from existing procedure and documentation:

1. Shooting Schedule
2. Details of the Crew Traveling from out of State. Permissions and Clearance document from the competent authority to be submitted.
3. Names and details of the all the crew members.
4. Undertaking to be submitted by the production houses for abiding to all the rules & regulation / SOP of the Government of Goa
5. All the permissions and approvals required for the travel, transport, health and safety etc. as per the Government to be acquired and the copy of the same to be attached to the Shooting permission request form.

All the terms and conditions , SOP's & Guidelines that are defined by the Ministry of Home Affairs & Government of Goa on various aspects that are applicable for film shooting such as Health & Safety, Travel and transport etc. should be followed without any deviation.

Government may intimate any amendment or change in any of the requirements to issue film shooting permissions as and when required which should be followed without any deviation.

