

# COVID POLICY

2020.12.01

**CENTRAL STUDIOS**

**DO  
GOOD  
PRODUCTION**

## STAYING SAFE & HEALTHY

## 保持安全与健康

During this time of COVID infections around the world, it is important to be especially vigilant in ensuring we have a safe workplace environment both at Central Studios or wherever out location shooting may take us.

While currently there are no Shanghai Government official regulations governing the operation of film shoots, we need to be sensitive to the safety concerns of our clients, partners and crew, and as such have a set of precautions that should be followed to ensure we comply to best practice and maintaining every body's health security.

Every set and shoot are different, so the following guidelines may be applied according to the producer's best judgement.

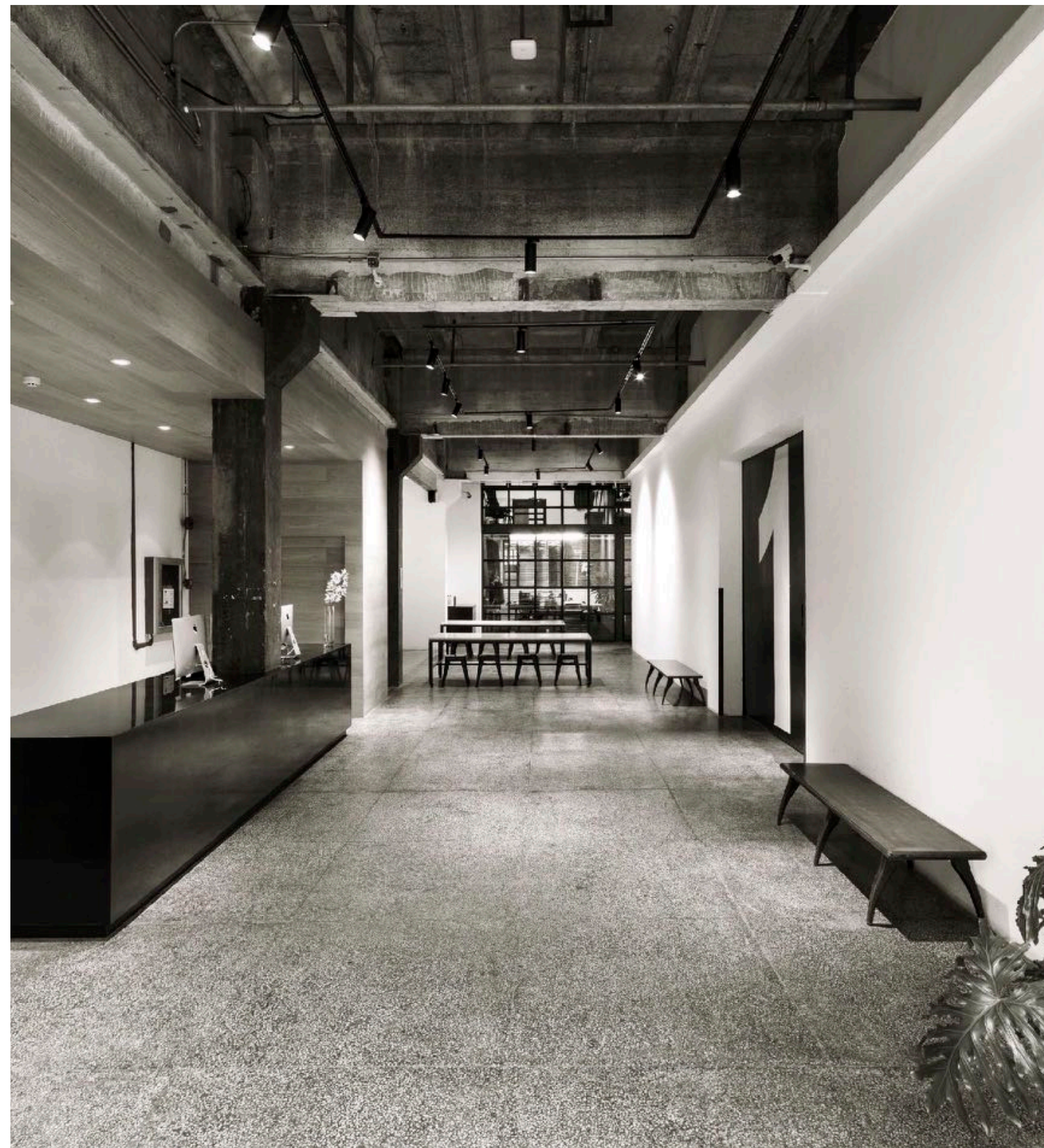
We ask all crew to use their best judgement and respect for other crew members, so remember, if you are not feeling well at all its best to alert the producer and stay away from set and other workers.

在全球新冠病毒感染的这段时间里,要时刻保持警惕,以确保我们在免镜或其他外景拍摄场所都拥有安全的工作环境。

尽管目前尚无关于电影拍摄操作等的上海市政府正式法规,但我们需要对客户,合作伙伴和剧组的安全问题保持警惕,因此应采取一系列预防措施以确保我们遵守卫生条约,并维护每个人的健康安全。

由于每次置景和拍摄都不同,可以根据制片的最佳判断来遵循准则。

我们要求所有工作人员对现特殊阶段都具有最好的判断力及对其他工作人员的尊重,因此请记住,如果您感觉身体不适请第一时间告诉制片并远离现场工作人员。



## Crew Registration

In advance of the shoot, the producer must prepare a comprehensive list of all production crew containing their name and identification details.

All production crew must complete a registration form in they must confirm that they do not exhibit any symptoms of Covid and are healthy, and also a statement guaranteeing they have not been in any Covid affected areas within 14 days of the shoot date, or have safely completed the relevant quarantine.

## Arrival On Set

On arrival on-set, all crew must check in at the nurse's station at the entrance of the filming location and show their green QR health code for admission, as well as having the pre-registration already completed.

The nurse will also check all person's temperature to observe it is in safe limits.

Masks must be work to gain admission on set and should be worn at all times when working closely. Masks will be available from the nurse's station should crew members not have their own.

## 人员登记

拍摄前, 制片必须准备所有制作人员的详尽名单, 其中应包括他们的姓名和身份证明详细信息。

所有制作组人员必须填写注册表, 并确认他们没有任何新冠感染症状且健康, 并声明自己在拍摄之日前14天内没有到过新冠疫情感染地区且已进行过自我隔离。

## 到达片场

到达片场后, 所有摄制组必须在拍摄地点入口处的护士站办理登记手续, 并出示绿色的健康码以供入场, 并已完成预注册。

护士还将检查所有人的体温, 以确保体温处于安全范围内。

必须佩戴口罩入场, 并在紧密工作时始终佩戴。 如果剧组人员没有自己的口罩, 可以在护士站领取口罩。

## Masks

When working closely with other crew members, please wear a mask.

All hair, make up and styling teams must wear masks when working closely with talent.

If your mask gets soiled, replace with a new mask regularly.

## Distancing

All departments must be well spaced in different parts of the set. Producers must ensure that each team has their designated area well marked.

While there are currently no mandatory social distancing rules for working as a team in Shanghai, all crew should be mindful of other crew and avoid coughing & sneezing around other people.

Use your best judgement and respect the personal space and hygiene of others.



## 口罩

与其他剧组人员紧密合作时, 请戴上口罩。

与演员模特、艺人等密切工作时, 所有发型, 化妆和造型团队都必须戴上口罩。

如果您的口罩弄脏了, 请定期更换新的口罩。

## 距离

所有部门必须在集合的不同区域中保持良好的间隔。 制片必须确保每个团队在其指定区域上都做好标记。

虽然目前在上海没有强制性的社会疏散规则, 但所有工作人员都互相注意, 避免在他人周围咳嗽和打喷嚏。

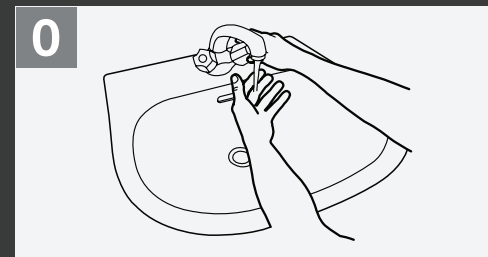
使用您的最佳判断并尊重他人的个人距离和个人卫生。

ON-SET  
PRECAUTIONS

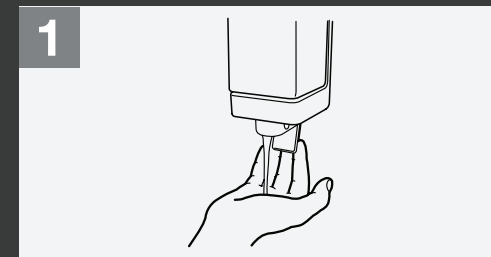
现场预防措施



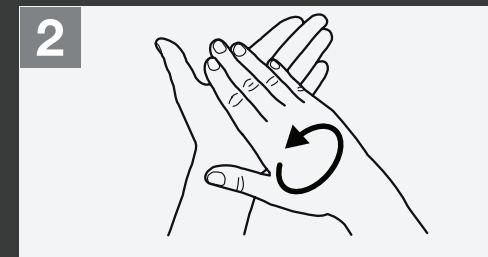
WASH YOUR HANDS FOR + 30 SEC  
正确洗手+30秒



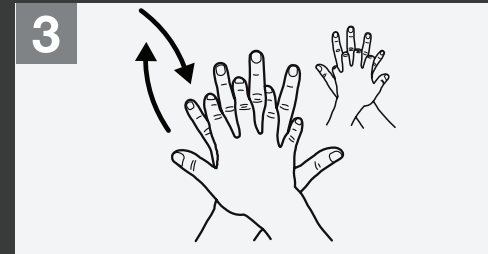
0 用流动水将手打湿  
Wet hands with water



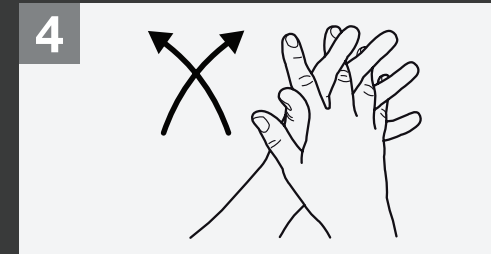
1 使用肥皂在全手上  
Apply enough soap to cover all hand surfaces



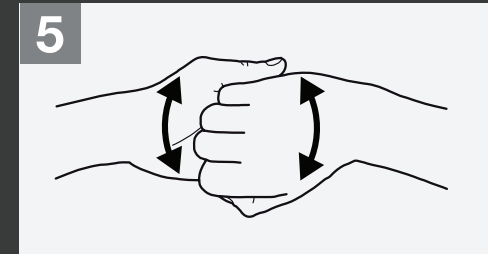
2 双手掌心相对揉搓  
Rub hands palm to palm



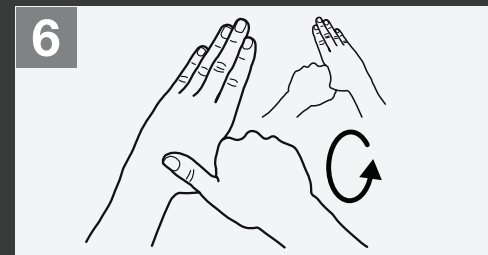
3 手指交叉，掌心对手背揉搓  
Right palm over left dorsum with interlaced fingers and vice versa



4 手指交叉，掌心对掌心揉搓  
Palm to palm with fingers interlaced



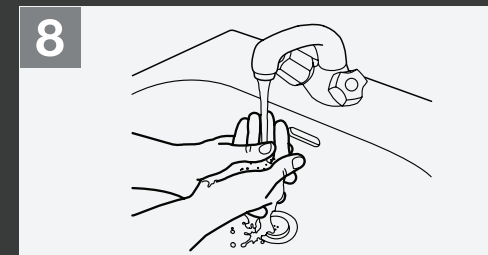
5 双手互握，相互揉搓指背  
Backs of fingers to opposing palms with fingers interlocked



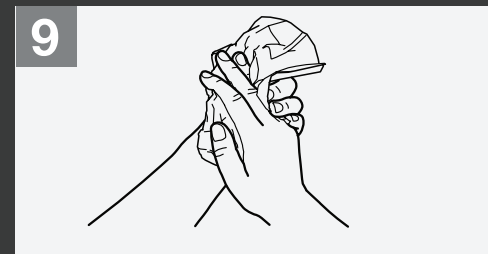
6 拇指在掌中转动揉搓，反之亦然  
Rotational rubbing of left thumb clasped in right palm and vice versa



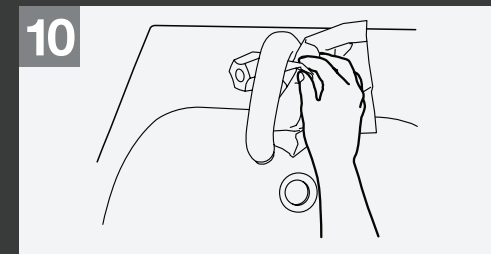
7 指尖在掌心揉搓，反之亦然  
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



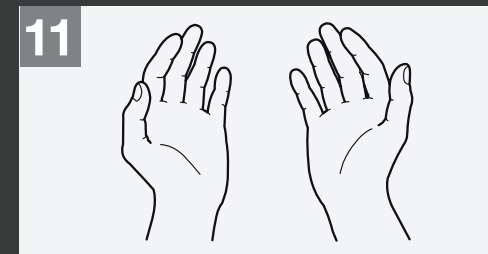
8 用流动水将肥皂彻底冲洗干净  
Rinse hands with water



9 洗手后彻底擦干  
Dry hands thoroughly



10 用毛巾关闭水龙头  
Use towel to turn off fauce



11 大功告成  
Your hands are now safe

THANK YOU FOR YOUR COOPERATION  
感谢您的合作

ON-SET  
PRECAUTIONS

现场预防措施

## Hand Cleaning

Hand sanitizer will be available at nurses station and placed throughout the shoot near all work surfaces, food stations, hair and make up areas etc.

Over and above using hand sanitiser, wash your hands regularly with hot water and soap where possible, especially after the toilet, before eating and if you have touched your nose/mouth.

If you have coughed or sneezed into your hands, please also be sure to wash your hands properly.

## 手部清洁

护士站将会提供洗手液，并在整个拍摄期间放置在所有工作台面，食物站，妆发造型区等附近。

除了使用手部消毒剂外，还应尽可能用热水和肥皂定期洗手，尤其是在上过洗手间，进食前触摸过鼻子/嘴巴。

如果您咳嗽或打喷嚏，也请确保正确洗手。

## 卫生标准 HEALTH & HYGIENE STANDARDS



面对新型冠状病毒的威胁，必须遵循以下健康和安​​全标准作为公司政策。  
With the threat of Coronavirus in the air, the following health and safety standards must be followed as company policy.

### 口罩 // FACE MASKS

1. 请在工作室全程佩戴口罩，直至疫情解除。  
Must be worn while at the studio until further notice.
2. 请务必正确佩戴口罩，保证口罩覆盖上至鼻子上方下至下巴下方。  
Properly secure the mask covering above nose and below chin.
3. 请定期更换口罩。  
Store your mask in a clean area.
4. 接触口罩时请确保双手清洁。  
Handle with clean hands.
5. 虽然最安全的口罩为N95，但常规的外科口罩也足够满足在办公室内日常佩戴。  
While the N95 mask is recommended as safest, a regular surgical mask is also sufficient for daily wear around the office.
6. 口罩佩戴时间一天后需要更换新的口罩。  
These masks should not be worn for more than 1 day as they become contaminated.

### 咳嗽/打喷嚏 // COUGHING / SNEEZING

1. 请尝试咳嗽或打喷嚏用肘部覆盖。  
Cough or sneeze into your elbow.
2. 咳嗽和打喷嚏可将细菌传播到3米外，因此请注意控制这种情况。  
Coughing and sneezing can spread germs up to 3 metres away so please be aware to contain this effect.
3. 咳嗽/打喷嚏后请务必洗手并清洁鼻子。如有必要，请更换口罩。  
Always wash hands and clean nose after such ejections. Change mask if necessary.

## 洗手 // HAND WASHING



洗手是防止污染和传播任何细菌或疾病的最有效方法之一。  
Hand washing is one of the most effective ways of preventing contamination and spreading of any germs or disease.

1. 使用热水和肥皂洗手的最佳时长是最少30秒。确保随后正确地擦干双手。  
Best practice for hand washing is minimum 30 seconds with hot water & soap. Make sure you dry your hands properly afterwards.
2. 如果用手触摸鼻子或嘴巴，请确保在触摸任何食物或任何其他人员之前先洗手。  
If you touch your nose or mouth with your hands make sure you wash your hands before touching any food, or any other people.
3. 如果咳嗽或打喷嚏，请立即洗手。  
If you cough or sneeze into your hands wash your hands immediately.
4. 在进食和准备食物之前务必洗手。  
Always wash your hands before eating and food preparation.
5. 如果您看到人们离开洗手间时没有洗手，请善意给与提醒。  
If you see people leave the washroom without washing their hands, please report them or ask them to wash hands.
6. 请勿用手触摸眼睛，因为这可能会造成感染。  
Do not touch your eyes with your hands as this can be a point of contamination.

## 吃 // EATING

1. 餐前餐后请洗手。  
Wash hands before AND after eating.
2. 使用筷子/餐具（不要用手接触食物）。  
Use chopsticks / cutlery (no finger foods).
3. 不要用自己的筷子分享食物。如果您要与同事共享食物，请使用公筷或餐具将食物放在自己的盘子上。  
Do not share food using your own chopsticks.
4. 确保正确丢弃所有食物残渣和包装。  
If you are sharing food, please use serving chopsticks or serving cutlery to place food on your own plate.
5. 饭后洗手。  
Ensure all food scraps and packaging are properly thrown away.

## 影棚运营 STUDIO OPERATIONS



### 设备 // EQUIPMENT

返回器材室之前，必须清洁和擦拭所有设备，尤其是相机，辅助设备如：把手，架子等。  
All equipment must be cleaned and wiped down before returning to equipment room, especially cameras, handles and grips etc.

### 人员 // CREW

1. 所有工作人员在放置和搬运设备时必须配戴手套。  
All crew must wear gloves when on set and handling equipment.
2. 所有工作人员都必须佩戴口罩。  
All crew must wear face masks when on set.
3. 确保每次间歇前后都要洗手。  
Make sure you wash your hands before and after each break.

### 清洁影棚 // CLEANING THE STUDIO

1. 打开门窗确保工作室空气流通。  
Open windows and doors are ventilate the space.
2. 每日必须定时多次消毒清洁所有门把手。  
All door handles must be cleaned multiple times per day with disinfectant.
3. 必须用消毒剂定期擦拭可能接触到的任何表面和椅子。  
Any surfaces and chairs where people may have touched must be wiped regularly with disinfectant.

### 消毒 // DISINFECTING

请管理好自己的工作区域，包括电脑键盘。确保你每天消毒和清洁你的键盘，因为这可能是细菌积累的一个重要来源。  
Please look after your own workspaces including your computer keyboards. Make sure you disinfect and clean your keyboards daily as this can be a big source of germ build up.



## KEEPING OUR STUDIOS SAFE

### 1. WEAR A MASK AT ALL TIMES 必须在影棚佩戴口罩

SECURE ABOVE NOSE & BELOW CHIN. CHANGE EVERY 3 HRS.  
请正确佩戴口罩。  
每3小时更换一次。

### 2. WASH HANDS REGULARLY 勤洗手

USE SOAP + HOT WATER FOR 30 SECONDS  
用肥皂 + 热水 + 30秒

### 3. COUGHING & SNEEZING 咳嗽&打喷嚏

INTO YOUR ELBOW & WASH YOUR HANDS  
用肘部涵盖住抠鼻&勤洗手

### 4. MEET IN SMALL GROUPS 小组聚会

3-4 PEOPLE AT A TIME INCLUDING MEALS  
会议，用餐请控制在4人以内

### 5. VENTILATE & STERILIZE 通风和消毒

COMPLETED REGULARLY  
按规定定期定时消毒通风

### 6. NOT FEELING WELL? 不舒服吗?

TELL YOUR SUPERVISOR IMMEDIATELY  
请向你的上级或同事报告

THANK YOU FOR YOUR COOPERATION  
感谢您的合作



## Testing Centers

The Second Affiliated Hospital of Naval Military Medical University  
(Shanghai Changzheng Hospital)  
415 Fengyang Road, Huangpu District, Shanghai  
021-60531431

The Ninth People's Hospital,  
No. 639, Manufacturing Bureau Road, Huangpu District, Shanghai  
021-23271699

The Ninth People's Hospital (Huangpu Branch)  
58 Puyu East Road, Huangpu District, Shanghai  
021-23271699

Ruijin Hospital,  
197 Ruijin 2nd Road, Huangpu District, Shanghai  
021-64370045

Ruijin Hospital (Luwan Branch)  
149 Chongqing South Road, Huangpu District, Shanghai  
021-63864050

Renji Hospital  
145 Shandong Middle Road, Huangpu District, Shanghai  
021-58752345

Shuguang Hospital  
185 Pu'an Road, Huangpu District, Shanghai  
021-53821650

## 上海核酸检测机构

海军军医大学第二附属医院 (上海市长征医院)  
上海市黄浦区凤阳路415号  
021-60531431

上海交通大学医学院附属第九人民医院  
上海市黄浦区制造局路639号  
021-23271699

上海交通大学医学院附属第九人民医院 (黄浦分院)  
上海市黄浦区普育东路58号  
021-23271699

上海交通大学医学院附属瑞金医院  
上海市黄浦区瑞金二路197号  
021-64370045

上海交通大学医学院附属瑞金医院(卢湾分院)  
上海市黄浦区重庆南路149号  
021-63864050

上海市交通大学医学院附属仁济医院  
上海市黄浦区山东中路145号  
021-58752345

上海中医药大学附属曙光医院  
上海市黄浦区普安路185号  
021-53821650



[www.centralstudios.cn](http://www.centralstudios.cn)

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