

**The scope of this document includes all scripted TV Drama production, Continuing Drama, Series & Serials.**

**The aim of this document is to provide guidance for safe working practices specifically within the Sound Department in relation to limiting the spread of Covid-19 and continuing work under government restrictions and distancing measures**

LPD SOUND BRANCH		Control Measures for Covid-19 on TV Drama V5.2
1. Pre-production	1.1	All available technologies will be utilized to minimize inter-departmental contact. This may involve additional sound equipment.
	1.2	All equipment including but not limited to, radio mics, headphones, time code devices and rushes media that are passed from the sound department to other departments will be cleaned, disinfected and labeled before and after use and stored.
	1.3	Where possible equipment will be designated to specific cast and/or crew members.
	1.4	Additional consumables will be necessary to facilitate the specific health and safety procedures required. Sound consumables may need to be cast or crew specific. Certain items previously considered reusable will now be disposable. The use of single use batteries may be required. The cleaning and disinfecting process of some equipment, particularly personal microphones, could degrade the plastics requiring replacement during and/or at the end of the shoot.
	1.5	Additional boom mics and boom operators may be required to facilitate cast and crew practicing social distancing.
	1.6	Additional sound crew may be required to implement the necessary Covid-19 prevention measures and ensure a safe working environment.
	1.7	Scheduling of extra prep and de-rig days for all sound crew will be essential including time required to establish safe working practices with other departments.
	1.8	No crew member should be working longer hours in order to implement the necessary safety measures. Consider use of staggered call times, shift patterns and job shares within the department. The physical and mental wellbeing of the cast and crew is of paramount importance and should be the overriding factor when setting crewing levels and working out shooting schedules. Specific consideration should be given to the length of the working day. Pre-calls and overtime should be avoided.
2. On Set	2.1	Designated sound area for sound mixer off set to allow for Social Distancing.
	2.2	Designated sound assistant's disinfection base with suitable waste disposal facilities available close to set allowing for Social Distancing.
	2.3	Exclusive access to the set will be required for running cables, laying carpets, and general noise control. Appropriate PPE to be worn at all times when working on set.
3. Equipment	3.1	With close co-operation with the costume department, radio mics, where possible, should be pre-rigged into costumes. Where this is not possible, they should be fitted by a sound assistant in appropriate PPE, or self fitted under the supervision of a sound assistant at a safe distance. Adjustments to radio mics will be carried out by a sound assistant in appropriate PPE.
	3.2	Radio mics will be thoroughly cleaned and disinfected before and after use. Where appropriate and practical, each cast member should have a dedicated transmitter, microphone capsule and radio mic belts.
	3.3	Crew members should be encouraged to use their own headphones. Receivers will be distributed by the sound department. Designated receivers and headphones assigned to specific cast/crew members for the duration of the shoot. Production should consider the use of disposable headphones where appropriate.