**TV Production Guidance:**

**Travelling to England for work in Television Production during COVID-19: Quarantine Exemptions Guidance**

**(Version 1)**

This guidance explains the changes made to the Health Protection (Coronavirus, International Travel)(England) Regulations 2020 allowing certain persons working on TV Productions to be partially exempt from the requirement to self-isolate on returning from abroad.

This Guidance sits alongside parallel guidelines for film and high end TV productions which can be found here: <http://britishfilmcommission.org.uk/wp-content/uploads/2020/11/Travelling-to-the-UK-for-work-in-Film-or-High-end-Television-Drama-Production-During-COVID-19-Self-isolation-Exemptions-Guidance-V.2.3-11-11-20-FINAL-4.pdf>

This guidance should be read in conjunction with the most up to date version of the ‘TV Production Guidance: Managing the risk of Coronavirus (COVID-19) in production making’.

**Scope**: This document outlines the measures which need to be taken if 'Essential Cast and Crew' are involved in the making of a 'TV Production' are travelling to England from overseas for work purposes or returning to England from making a TV Production abroad.

**Definitions:** For the purpose of this guidance the following definitions are used::

**'TV Production'** means the making of a television programme (but not including high-end TV which is covered by an existing exemption). This includes any programme being made for broadcast in the UK (or elsewhere) and any programme being made for inclusion in a video on-demand service (e.g. BBC iPlayer, Netflix etc.)

**'Essential Cast and Crew'** means:

* The following cast members either travelling to England to work on a Television Production or return to England from an from an international assignment of a Television Production:
  + an actor; or
  + a presenter or other significant on-screen participant (for example, a contestant, competition judge, musician, stunt performer);
* The following crew members either travelling to England to work on a Television Production or return to England from an from an international assignment of a Television Production:
  + Director
  + Producer
  + Director of Photography
  + Lighting Director
  + Creative Director
  + Other key members of the production crew at director level who are responsible for managing key aspects of the production
  + Senior executive responsible for overseeing the production.

'**Applicable Quarantine Period**' means the period required by the Health Protection (Coronavirus, International Travel) (England) Regulations 2020 which, at the date of this guidance is 14 days but which are anticipated, from 15 December to allow for a shorter 5 day period if relevant tests are carried out and come back with negative results.

**'Production Location'** means any location related to any part of the production process.

**What are the self-isolation (quarantine requirements)?**

# **Travelling to/ from a country where a Coronavirus (COVID-19) travel corridor exists**

If a travel corridor is in place between England and the country you are travelling between then there is no need for cast or crew to self-isolate on entering England. Producers should check the relevant government guidance to find out whether a travel corridor exists. It is also really important to note that these can change at short notice and so a system should be put in place to monitor travel corridors and the requirements during travel periods.

**England** <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

**Scotland** <https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/pages/exemptions/>

**Wales** <https://gov.wales/written-statement-international-travel-regulations>

**Northern Ireland** <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-countries-and-territories-exemptions>

**Travelling from countries where this is no travel corridor:**

If the individuals travelling are essential cast or crew involved in the making of a TV Production, they will benefit from the limited exemptions to the normal self-isolation/ quarantine rules in place in England. Instead they will be required to:

* Compete a Passenger Locator Form prior to arrival in England and supply it, as required, on arrival;
* On arrival into England, travel directly to a location (home, hotel or other location) where they will stay during their visit and self-isolate in that location for their entire stay or for the Applicable Quarantine Period (whichever is shorter) **other than:**
  + Moving to another location which is also set out on the Passenger Locator Form;
  + Travelling to any production location (which is permissible);
  + They will not have to self-isolate from others on the production during production work but outside of work they should self-isolate in their home or hotel that is included on the Passenger Locator Form.

**Other requirements:**

* Eligible Cast and Crew must be free of COVID symptoms before travelling and may not travel if they have been asked to self-isolate or are awaiting the results of a COVID test.
* All eligible travelers should hold a letter issued by the production company/ programme maker confirming:
  + Identification - Name, Date of Birth and Passport number;
  + Production/ programme name, dates and location(s);
  + Name of the production company;
  + Role carried out (e.g. actor, director etc.)
  + Contact name and details at the studio/ production company;
  + Contact name and details of the Commissioner from the Broadcaster/ On-demand service provider;
  + Declaration of accommodation in England and the address for the entire stay (covering the Applicable Quarantine Period from arrival into England).
* The production company/ programme maker should prepare a Covid-19 risk assessment for the production which includes details of the self-isolation/ quarantine environment for those people entering England from another country (for the Applicable Quarantine Period).
* Movements should be restricted to the production location and the quarantine accommodation address in England only for the Applicable Quarantine Period (other than travelling between those locations and on arrival to/ and leaving from England). Any other exceptions would be for urgent medical reasons or the very limited list set out within the relevant regulations. (<https://www.legislation.gov.uk/uksi/2020/568/contents/made>)
* The production location must have mitigations to make it COVID secure in line with the TV Production Guidance: Managing the risk of Coronavirus (COVID-19) in production making.
* An appropriate symptom checking and testing regime must be in place for the Applicable Quarantine Period for travelers and anyone with whom they will work in close contact.

**Information to be provided to affected people travelling: Responsibilities**

If you are travelling under this exemption, you must:

* Not travel if they are experiencing any of the COVID symptoms or are awaiting the results of a COVID test.
* Complete a Public Health Passenger Locator Form 48 hours ahead of travelling. You will need:
  + your passport information;
  + your travel details, including times and dates;
  + the address where you will stay in England (if applicable).
* Carry a letter issued by the production company/ programme maker which provides you evidence that you fall within the partial exemption for TV production.
* On entering the UK:
  + Only travel to permitted production locations and declared accommodation for the Applicable Quarantine Period after arrival (or until you leave England, if that period is shorter);
  + Adhere to the COVID restrictions and rules for the area you are working and living in;
    - England <https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know>
    - Scotland<https://www.gov.scot/coronavirus-covid-19/>
    - Wales <https://gov.wales/coronavirus-regulations-guidance>
    - Northern Ireland <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-staying-home-and-self-isolation>
  + Avoid using public transport.

If Eligible Cast and Crew develop symptoms of COVID during the Applicable Quarantine Period they must self-isolate at the declared address in England and not travel to permitted production locations. They must contact NHS Test and Trace (as set out in the guidance) and obtain a COVID test and follow [NHS advice](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/).

At the end of the Applicable Quarantine Period after travel then the restrictions outlined in this document will no longer apply and all local and government restrictions must then be followed:

* England <https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know>
* Scotland<https://www.gov.scot/coronavirus-covid-19/>
* Wales <https://gov.wales/coronavirus-regulations-guidance>
* Northern Ireland <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-staying-home-and-self-isolation>

**Monitoring requirements on TV Productions**

TV Production companies will be expected to manage and monitor the usage of this exemption to ensure that it is used appropriately (and must do so in liaison with the commissioning broadcaster), in particular in relation to identifying whether cast and crew are 'essential'.

It will be up to individual TV Production companies to determine how this will be done but there will be an expectation that TV Production companies will keep a record of the following information which they will be able to supply if requested:

* The names and roles of Essential Cast and Crew relying on this exemption;
* Dates of any travel;
* Details of the TV Production for which the individuals are considered Essential Cast and Crew;
* Passenger Locator Forms for Essential Cast and Crew;
* Numbers of those relying on the exemption connected with their business.

BBC, ITV and Sky will be responsible for keeping a central log of any use of the exception by their TV production businesses.

Pact will log any use by Pact producer members of the exception beyond the BBC, ITV and Sky.

COBA (the Commercial Broadcasters Association) will also log any use by its members of the exception not captured in any of the other categories above.