

# COVID-19 REPRESENTATIVE

## MISSIONS AND SKILLS



In the field of cinematographic and audiovisual production, as elsewhere, it has become necessary to create a new role for a Covid-19 representative.

The aim of this document is to provide a **framework for this function and define the associated skills.**

The national lockdown exit protocol in France specifies that the Covid-19 representative **“is responsible for implementing the defined measures and informing employees”** and that **“their identity and mission must be communicated to all members of staff”**.

**Document produced in close collaboration with:**



# INTRODUCTION

The Covid-19 representative is one of many resources within a set of measures that includes current management: the role of the representative is thus neither to assume nor diminish the responsibilities normally assigned to the employer.

As each production is potentially unique and unprecedented, it is essential to redefine the Covid-19 representative's mission and the conditions required for success at the start of each new production.

The scope of this mission requires the creation of a dedicated position, which may, depending on the scale of the project and workforce, be supplemented by other operators or points of contact. Conversely, in cases where the workforce is very small, this function may be assumed by the employer him or herself or by one of their representatives.

Recruitment must be effective from the start of pre-production. One option (depending on the organization and size of the company) may be to create this function within the production company itself.

## MISSION OF A COVID-19 REPRESENTATIVE

**Support the company in its Covid-19 risk assessment for a specific project.**

**Help define organizational and physical prevention measures.**

**Inform employees.**

**Implement the defined measures.**

**Ensure the traceability of preventive actions in the company and/or for each project.**

In order to carry out these missions, the representative must be **placed within the management structure** of the company or production. While acting as the primary point of contact for employees on the subject, they must also be able to guide decisions.

As a result, he or she must be able to participate in technical and artistic meetings, location scouting and negotiating with suppliers and clients.

# SKILLS OF A COVID-19 REPRESENTATIVE

## Minimum required knowledge

- Knowledge of the **basic regulations for health, safety and the prevention** of workplace risks (employer liability) and prevention processes (regulatory context, a priori risk assessment).
- Good **knowledge and understanding of the disease and pandemic:** development - transmission - prevention - protection.
- Good **knowledge and understanding of official texts** (national protocol and industry guide) and must be capable of performing constant literature monitoring in view of the rapidly changing health situation.
- **Knowledge of the various measures imposed** by said texts in view of the health situation and its critical level (hygiene, cleaning, distancing, masks).

## Operational skills

### 1 • Preparation

- **Know how to assess risks** in relation to all the teams concerned (artistic, technical, production) and staff representatives where applicable. This will include identifying situations that present a specific risk in the script or storyboard, and risks associated with locations (studios, sets, dressing rooms, etc.). This specific risk assessment will be included in the **company's single document for professional risk assessment**.
- **Be able to propose a prevention plan** that is consistent with the project (size of team, set location, nature of scenes, etc.): organization of work and rest areas (including catering), cleaning, securing of travel (public transport, shared vehicles, etc.), circulation plans in workplaces, communication/information, useful resources, etc.
- **Be able to draw up a protocol for the management** of people showing symptoms (isolation, medical guidance, etc.) if a Covid-19 case is suspected, and allow the authorities to conduct contact tracing if necessary.
- **Work with various professionals to select the most suitable** and necessary equipment in light of the Covid risk and to oversee its procurement.

## 2 • Implementation

- **Know how to position yourself as a person of reference**, including for off-set activities.
- **Be able to provide information** by all appropriate means on the measures defined for any given project, which will be applied to all workplaces and associated locations (accommodation, transport, etc.).

This will include, at the very least:

Presentation of a Covid-19 brief

The use of additional resources, such as displays, signage, etc.

**Know how to respond to employee requests.**

- **Be able to coordinate the implementation** of measures by your points of contact (department manager, nursing staff, workplace first-aider, etc.) and by any members of the representative's team.
- **Be able to adapt and ensure the measures imposed by current regulations are applied** depending on the risk level, and know the limitations of other commonly implemented solutions (tests, temperature checks, ozone disinfection, etc.).
- **Know how to detect a risky work situation** and alert the production team.
- **Be able to trigger the protocol for managing** a person with symptoms and anyone who has been in close contact with him or her.
- Work with production to implement the **tools or documents required for the traceability** of any action taken (daily health reports, photos of mechanisms, attendance sheets, etc.).