



# CREATIVE INDUSTRY SECTOR (1)

## Includes

- Animation / Music Production
- Post-Production at the Studio
- Digital Music Development
- Recordings of Songs in the Studio
- Pre-Production Filming
- Film Production

## All activities are allowed except

Please refer to the items listed in the list of prohibited activities.

All the scenes that involve touching.

## Fixed instructions

- Subject to Federal Government Instructions and Regulations issued from time to time, and applicable Local Authority Instructions and
- Operation in the area of Enhanced Movement Control Order (EMCO) is not allowed.

Operating time

24 hours

Customer Attendance Time

24 hours

Employee Capacity

100% or follow requirements

## ACTIVITIES AND PROTOCOLS

| Action                                      | Short Description  |
|---|--|
| Disease prevention and prevention protocols | <ul style="list-style-type: none"> <li>• Employers must provide workplace protocols that include monitoring of the disease and prevention of the spread of infections in accordance with the standards set by the Ministry of Health Malaysia.</li> <li>• Production companies need to appoint a safety supervisor to ensure SOP compliance at all stages of production.</li> <li>• Production companies are required to comply with the licensing rules and procedures set out under the National Film Development Corporation of Malaysia Act (Act 244).</li> </ul>  |
| Health Screening                            | <ul style="list-style-type: none"> <li>• Production personnel who are not feeling well prior to the filming must disclose their health status to the production company and NOT to be allowed to engage in filming.</li> <li>• All production personnel involved in filming must submit travel records for the period of four (4) weeks before the filming, records of health screening and download the MySejahtera application when applying for a FINAS Filming Certificate (SPP).</li> <li>• The employer must provide a body temperature scanner or <i>thermal scanner</i>.</li> <li>• Perform screening to detect symptoms of COVID-19 such as fever, cough, colds, sore throat or shortness of breath daily before filming.</li> <li>• Screening should be done daily at the entrance of the filming premise / location.</li> </ul> |



# CREATIVE INDUSTRY SECTOR (2)

## Includes

- Animation / Music Production
- Post-Production at the Studio
- Digital Music Development
- Recordings of Songs in the Studio
- Pre-Production Filming
- Film Production

## All activities are allowed except

Please refer to the items listed in the list of prohibited activities.

All the scenes that involve touching.

## Fixed instructions

- Subject to Federal Government Instructions and Regulations issued from time to time, and applicable Local Authority Instructions and
- Operation in the area of Enhanced Movement Control Order (EMCO) is not allowed.

Operating time

Normal

Customer Attendance Time

Normal

Employee Capacity

100% or follow requirements

## ACTIVITIES AND PROTOCOLS

| Action  | Short Description  |
|---|--|
| Health reports (on-premises / shooting locations) | <ul style="list-style-type: none"> <li>• Employees / production personnel who have a body temperature of 37.5° Celsius and above or show any symptoms, should be referred to a nearby Panel Clinic or Health Clinic and are not allowed to enter the company premises, studio or filming location.</li> <li>• All production personnel are required to register and download the MySejahtera mobile application to get information and news updates related to COVID-19.</li> </ul>  |
| Cleaning and disinfecting the premises            | <ul style="list-style-type: none"> <li>• The cleaning and disinfection process should be performed at least three (3) times a day, especially in public areas (<i>common space</i>) such as lobbies, elevators, cafeterias, meeting rooms, prayer rooms, employee vehicles, indoor recreation centers, toilets and garbage cans, studios and filming locations.</li> <li>• The company must carry out the on-premises cleaning and disinfection process and all equipment used and located at the set of filing, each time before the shift or filming begins.</li> <li>• The company should provide and enforce the practice of hand washing with soap and water, as well as the use hand sanitizer at the entrance, all public areas (common area) and in the filming premise or set.</li> </ul> |



# CREATIVE INDUSTRY SECTOR (3)

## Includes

- Animation / Music Production
- Post-Production at the Studio
- Digital Music Development
- Recordings of Songs in the Studio
- Pre-Production Filming
- Film Production

Operating time

Normal

Customer Attendance Time

Normal

Employee Capacity

100% or follow requirements

## ACTIVITIES AND PROTOCOLS

| Action  | Short Description  |
|---|--|
| Social distancing and safety procedure for employee | <ul style="list-style-type: none"> <li>• The film production company needs to ensure minimum production manpower involved in each filming session depending on the size of the shooting premises or location.</li> <li>• Provide hand sanitizer on set during the process of filming.</li> <li>• Encourages the use of <i>face mask</i> by every worker in the area involved.</li> <li>• Ensure compliance with social distancing, such as labeling the 1 meter mark on the floor.</li> <li>• Ensures compliance of at least 2 meters of desk and chair space in areas such as cafeteria / cafeteria, meeting rooms, multipurpose halls and other related areas.</li> <li>• All production personnel are required to maintain a social distance of at least 1 meter at the set / shooting location.</li> <li>• All scenes involving body contacts are NOT allowed. Production companies are encouraged to use their own creative methods to ensure SOP compliance.</li> <li>• Activities such as fan meetings, media interviews and any interaction involving the public on the set are not allowed.</li> <li>• The shooting schedule should be adjusted to avoid congestion.</li> </ul> |

## All activities are allowed except

Please refer to the items listed in the list of prohibited activities.

All the scenes that involve touching

## Fixed instructions

- Subject to Federal Government Instructions and Regulations issued from time to time, and applicable Local Authority Instructions and Regulations.
- Operation in the area of Enhanced Movement Control Order (EMCO) is not allowed.



# CREATIVE INDUSTRY SECTOR (4)

## Includes

- Animation / Music Production
- Post-Production at the Studio
- Digital Music Development
- Recordings of Songs in the Studio
- Pre-Production Filming
- Film Production

## All activities are allowed except

Please refer to the items listed in the list of prohibited activities.

All the scenes that involve touching.

## Fixed instructions

- Subject to Federal Government Instructions and Regulations issued from time to time, and applicable Local Authority Instructions and Regulations.
- Operation in the area of Enhanced Movement Control Order (EMCO) is not allowed.

Operating time

Normal

Customer Attendance Time

Normal

Employee Capacity

100% or follow requirements

## ACTIVITIES AND PROTOCOLS

| Action                                    | Short Description   |
|---|---|
| Meetings and Discussions (Pre-Production) | Production companies are encouraged to carry out pre-production activities online or in groups with social distancing depending on the size of the premise or location.   |
| Casting & Audition (Pre-production)       | To be conducted online or video delivery by the artists.  |
| Makeup, Hair Dressing and Wardrobe        | <ul style="list-style-type: none"> <li>• All hairdressers and makeup artists are required to wear <i>face shield</i>.</li> <li>• Production companies are advised to provide a set of special makeup tools to each actor and to ensure there is no sharing of makeup equipment to prevent infection.</li> <li>• Hairdressers and makeup artists are required to wash their hands or use them <i>hand sanitizer</i> before and after the makeup and makeup of each artist.</li> <li>• Artists should do minor touch up themselves to reduce contact with hairdressers and makeup artists.</li> <li>• Clothes (wardrobe) should be cleared before, after and cleaned immediately after use. Artists need to manage their own clothes provided by <i>wardrobe</i>.</li> <li>• Shared clothing and reuse are not allowed to prevent infection.</li> </ul> |
| Ethics in the common area of the premises | <ul style="list-style-type: none"> <li>• On-premise prayer rooms and places of worship need to comply with social distancing at all time.</li> <li>• Canteen / cafeteria operations are only allowed for the preparation of packaged foods and drinks.</li> <li>• Food should be served individually.</li> <li>• Provision by <i>buffet</i> is not allowed.</li> <li>• Meal times should be implemented in stages depending on the time frame set by production.</li> </ul>   |



# CREATIVE INDUSTRY SECTOR (5)

## Includes

- Animation / Music Production
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- Digital Music Development
- Recordings of Songs in the Studio
- Pre-Production Filming
- Film Production

## All activities are allowed except

Please refer to the items listed in the list of prohibited activities.

All the scenes that involve touching.

## Fixed instructions

- Subject to Federal Government Instructions and Regulations issued from time to time, and applicable Local Authority Instructions and Regulations.
- Operation in the area of Enhanced Movement Control Order (EMCO) is not allowed.

**Operating time**

**Normal**

**Customer Attendance Time**

**Normal**

**Employee Capacity**

**100% or follow requirements**

## ACTIVITIES AND PROTOCOLS

| Action                     | Short Description  |
|----------------------------|--|
| Transportation for workers | <ul style="list-style-type: none"> <li>• Employee transport vehicles provided by the company need to undergo cleaning and disinfection every time before use.</li> <li>• Ensure compliance with social distancing (interval) while in vehicle.</li> </ul>  |
| Emergency response         | <ul style="list-style-type: none"> <li>• Companies need to establish an Emergency Response Protocol Committee for the preparation and implementation of procedures for managing emergency cases (COVID-19 infections or investigations).</li> <li>• The cost of cleaning and disinfection process of the premises must be borne by the company.</li> <li>• The company has to provide alternative accommodation for the purposes of the quarantine and the cost must be borne by the company.</li> </ul> |

### Note:

- Companies may implement any additional protocols appropriately, but above measures must be complied without exception.
- Any changes are subject to the enforcement order only.