

# Covid-19 Production Support Details

Getting On Set Safely, One Artist at a Time!

## Casting



Uni-versal Extras has the leading Artist turnout rates in the industry because Availability Checks and communications are incredibly thorough throughout the casting process - we speak with every Artist. These Availability Checks have been modified to support safe casting during Covid-19.

### Uni-versal Extras always cast with the following considerations –

- Artists must live as local to the filming location as possible... **reduced travel = reduced exposure**
- Artists must have up-to-date photos to ensure they meet hair & make-up requirements (“DIY” where possible)
- Artists must have up-to-date measurements to ensure a smooth process for the costume department
- Productions can request special requirements, i.e. drivers only

### Prior to inclusion in a Look Book for consideration, every Artist must –

- Confirm they have read our **Covid-19 On Set Guidelines**

Uni-versal Extras will not put forward Artists who are “clinically vulnerable”. Artists identified as a “risk”, i.e. with pre-existing medical conditions, will only be put forward with production consent.

### Once an Artist is booked –

- Production T&Cs can be shared, signed and confirmed digitally
- A production’s Covid-19 guidelines can be shared and confirmed digitally

### Before each production day –

- The **Uni-versal Daily Health Survey** or a production health declaration form can be sent daily to the Artists, at the production’s discretion
- Artists will be sent any production specific Covid-19 guidelines
- Artists will again receive our **Covid-19 On Set Guidelines**

If an Artist indicates that they have become ill or are showing symptoms of Covid-19 at any time, they will be told not to attend. The production contact will be notified and provided with suitable replacement options asap.

### On every production day –

- The **Uni-versal AD App** enables a touch-free and paperless interaction
- Arrival times should be staggered to support social distancing
- If booked, **Uni-versal Guardian(s)** will coordinate our Artists on set
- Artists are reminded not to attend set if they are feeling unwell

### After filming –

- If an Artist becomes ill, we will trace their involvement and notify all productions they were involved with whilst potentially infectious

## Technology



### Uni-versal AD App

The **Uni-versal AD App** is our free App that supports safe working on set during Covid-19. It enables a contactless and paperless check-in/check-out experience for Artists, so there is no need to approach beyond voice range. There is also no need for production staff to share devices – every user can have their own login.

The App is available for iPad via the App store, or via the web:  
<https://adapp.universalextras.co.uk>

All changes made are fully auditable. Production staff can view their information in real-time.

### GDPR & Storage of Data

Uni-versal Extras maintains a full audit log of all outbound and inbound communications including records of health surveys, T&Cs and other notifications.

All data is stored in a secure, ISO27001 and GDPR compliant data centre with 24/7 availability. Additionally, all Personal Identifiable Information (PII) held on the **Uni-versal AD App** is encrypted.

All records are retained for a minimum of 7 years, as required by HMRC.

## Support



### Uni-versal Guardians

If required, **Uni-versal Guardians** can be supplied for productions. They are specially trained Uni-versal staff who can handle all Artist interactions on the day, on set! **Uni-versal Guardians** can support production staff to ensure specific Covid-19 rules and processes are met.

All **Uni-versal Guardians** have passed certified Covid-19 Health & Safety courses and come equipped with temperature recording devices.

### Production Support

To aid with on set navigation and communications, we are happy to offer free **Uni-versal On Set Signage Kits** via digital download.

Uni-versal Extras can also conduct production surveys to gather essential feedback on processes, health & safety procedures and general set experiences. This is done at the production’s discretion.

### Artist Support

Uni-versal Extras are committed to providing all Artists with ongoing well-being and mental health content specific to the challenges reflective of Covid-19, via our monthly newsletter.