

COVID-19 – SCREEN INDUSTRY HEALTH & SAFETY POLICY ADVICE

MARCH 2020

THIS IS A LIVING DOCUMENT – PLEASE CHECK FOR UPDATED VERSIONS REGULARLY AND UPDATE FOR YOUR PRODUCTION

Please note – NZ Government Announcement as 19 March 2019 - If you have returned from overseas, even if prior to the previous cut-off date of 15 March 2019, you must self-isolate for 14 days from date of arrival.

WHAT IS COVID-19

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a type of coronavirus. There are simple steps you can take to protect you and your family/whanau.

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).

Please contact your GP or the dedicated COVID-19 Healthline for any medical questions or if you have any concerns you may be at risk of having COVID-19, or go to the Ministry of Health's dedicated website.

Healthline dedicated COVID 19 Number: 0800 358 5453.

Ministry of Health COVID 19 Website [HERE](#)

Please don't hesitate to call immediately if either of the following apply:

- **you think you might have coronavirus.**
- **you've been in close contact with someone with coronavirus.**
- **you are showing symptoms of COVID-19**

SYMPTOMS OF COVID-19

The key early symptoms to watch out for are below. If you display any of these symptoms, you should seek immediate medical attention.

- Cough
- High temperature/Fever (at least 38°C)
- Shortness of breath

These symptoms do not necessarily mean you have COVID-19 but please do not take the risk of infecting others. Call Healthline(for free) 0800 358 5453 or contact your GP.

Please do not come to work, or to set, if you are at all unwell or have been in contact with someone who is unwell.

You are required to advise production if you have returned from any overseas location in the last 20 days.

Please call production immediately and we will discuss the appropriate response to the situation. We need to work together to ensure we minimise risk for the most vulnerable in our community.

PROTOCOLS TO MITIGATE RISKS AGAINST COVID-19

The best way to protect yourself against COVID-19 is to avoid being exposed to the virus the same as you would for any respiratory infection.

How it spreads:

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Practice good hygiene by:

- **Cleaning your hands thoroughly, and regularly, for at least 20 seconds with soap and water, or an alcohol-based hand rub. Use paper towels to dry your hands placing them in the immediately.**
- Coughing or sneezing into your elbow, or by covering your mouth and nose with tissues.
- Put used tissues in the bin or a bag immediately. Do not use a reusable cloth or handkerchief.
- Avoid close contact with anyone who is unwell, especially with cold or flu-like symptoms.
- Don't touch your eyes, nose or mouth if your hands are not clean.
- Clean and disinfect frequently touched surfaces and objects, such as doorknobs.
- Do not share glasses, cups or stationary items – pens, staplers etc.
- Stay home if you feel unwell and call Healthline on 0800 358 5453.

WHAT TO DO IF YOU DEVELOP ANY SYMPTOMS OR THINK YOU MIGHT HAVE BEEN EXPOSED TO COVID-19.

- If you have had contact with a person with suspected COVID-19, you must immediately isolate yourself and work from home for 14 days. You may return to work if at the end of 14 days self-isolation you are showing no symptoms, or earlier if the suspected case has been confirmed as having tested negative for COVID-19.
- If you have contact with a person with confirmed COVID-19, you must immediately isolate yourself and work from home for 14 days. You will not be permitted to come

back to work until you are declared medically fit and have provided a medical clearance certifying you are free of COVID-19.

- If you have returned from overseas, you must self-isolate for 14 days from the date of arrival.
- We know from other outbreaks that self-isolation is effective, and most people are good at keeping themselves – and others – safe and well. To find out more, see the Ministry of Health's Self-isolation Resource .
- **If you are self-isolating for any of the above reasons, please register with Healthline - 0800 358 5453**

In any of these situations, you should immediately discuss this with Production please. You should not attend the productions offices, those of our clients, on-set or any other business location until you are cleared to do so by your GP.

MORE INFORMATION

For more information please keep check the Ministry of Health Website [HERE](#)

Finally, we will continue to closely monitor the situation and provide updates as new advice from the New Zealand Government and Ministry of Health is released.

OTHER POTENTIALLY HELPFUL MEASURES

- Immune boosting vitamins can possibly help keep you healthy.
- Plenty of rest, reduce work days where necessary to allow for adequate rest.
- Healthy diet with lots of greens, bone broths, plenty of fluids.
- Keep away from larger gatherings, including family events.
- Keep surfaces at home clean, disinfected.

ON SET GUIDELINES

These guidelines should be discussed and reviewed for each production.

Under the Health and Safety at Work Act 2015 it is the responsibility of all to minimise and manage risks in the work place, including disease and illness. If you intentionally fail to meet these requirements you are potentially liable.

Have all crew complete a COVID-19 Declaration at least 24hrs before starting work.
Imperative for casuals, day players and extras.

Below are some ideas for steps you could take to minimise risk – these ideas are a starting point and should continue evolving. We as an industry are in an ideal position to think laterally about how we do things and institute and follow strict safety measures.

All of this may mean some additional safety crew and equipment, as well as time taken to do things carefully. These things are all worth it to keep our risk as low as possible.

Also – it is incumbent on everyone to stay as safe as possible by being healthy – eat well, drink water, ensure you rest and sleep, work safely and carefully.

Shoot and Set Ideas/Guidelines - Discuss per Job / Respond to the evolving situation with NEW ideas!

Practise social distancing - Wherever possible work from home using live feeds and conference calls. Minimise contact where-ever you can – for instance during the pre-production and post phases – prep crew work from home, meetings are held virtually where-ever possible. People should travel individually or in small numbers whenever they can – e.g. on Recce's.

If any part of your role does not require you to be on set or in the office please work from home whenever possible.

Wherever possible, reduce or segregate numbers on set for the day or each sequence / set up.

Looking at segregation of Crew, Talent, Agency & Client into smaller groups throughout shoot to minimise unnecessary contact. Provide each group with independent hand stations / catering and toilets.

Wherever possible use digital documents with sign on receipt / read if required, minimise distribution of call sheets, sign-in / out, time sheets etc.

Practice strict hygiene both in offices, during any meetings, and on shoots.

1st AD, Safety Officer and/or Production to include COVID-19 Prevention measures in their Health and Safety Briefings / Inductions - give instructions both verbally and in written form.

All cast, crew, agency and client must advise production if you have returned from any overseas location in the last 14 days and strictly follow the self-isolation rules. As per New Zealand Government Requirements (as of Sunday 15th March).

Wherever possible treat all sets as closed sets. Only essential persons on set at any time, others standing by elsewhere.

Potentially make additional monitors available for personnel to watch so as to avoid crowding around one or two monitors.

Make up and wardrobe – plan for their unique situation of close / physical contact. Best practices in place, wipe down between every person, try not to share space, do not share any personal items, i.e. combs, brushes etc.

Production will have either washing stations or hand sanitiser on set. Please use them regularly throughout the day including before and after meals, bathroom breaks etc.

Look at additional toilet units on site for busier days.

Please alert production immediately if throughout the day you begin to feel unwell.

Avoid shaking hands, kissing and unnecessary physical contact with other crew members while on set.

Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straight away and wash your hands afterwards.

Avoid touching your eyes, nose or mouth if your hands are not clean.

For those who must have physical contact, i.e. Talent, Makeup, Wardrobe, Audio etc, please ensure you use extra hygiene protocols - hand washing, sterilising, use of wipes.

Clean shared surfaces and equipment often. Radios to be cleaned down with disinfectant wipes prior to distribution and again upon wrap.

Use disinfectants to regularly clean commonly touched items. Germs travel fast with multiple hands touching shared surfaces.

For on set catering - beyond normal hygiene rules, please adhere to the following:

Meals to be served in to-go boxes or served by professional caterers wearing gloves (no self-help buffets).

Wash hands and put on clean gloves prior to handling food, plates and utensils.

Do not provide any communal ready-to-eat or hand around food e.g. snacks, chips, nuts, cookies, lollies etc. If required present individually packaged items.

Use disposable, compostable cups on set instead of reusable cups.

Bottled water to be provided on set instead of Water Coolers for the duration of the COVID-19 situation.

Production and Safety will stay on top of all government advice and warnings whilst doing our utmost to make sure productions run as smoothly as possible. We are open to discussion and planning with you all during this situation, so please keep in open contact.

(Prepared by Robert 'Gibbo' Gibson and Rebekah 'Bex' Kelly – but utilising everyone's suggestions and great ideas thus far!)