



ASSISTANT DIRECTORS COVID-19 GUIDELINES

LEVEL 2

Wednesday 19th August 2020

General Covid-19 Guidelines for ALL CREW to follow:

Before you work:

- All crew MUST fill in a Covid-19 Self Declaration.
- If you, or someone you live with or have close contact with, become unwell you must notify production immediately and **do not come to work**.
- If you or someone you are in regular close contact have a serious health condition or compromised immunity, please consider this before accepting work.
- Maintain high hygiene practices also away from work. And whenever practicable, please follow Government physical distancing guidelines.

Sanitation is key:

- Wash/sanitise your hands regularly, particularly when entering or exiting a work site
- Cough or sneeze into your elbow
- Make sure you have (or are given access to) all necessary PPE and hand/equipment/workspace sanitisers or cleaning products.
- **Masks (or face coverings) is now a Government recommendation. All crew are encouraged to wear a mask (or face covering) at Level 2.**
- Do NOT touch other department's equipment.

Contact Tracing:

- **All NZ businesses are now required to use the Government Tracer App (or a similar digital sign-in system). Every work site, office or location will need to have this ability.**
- Make sure you adhere to the production's strict sign-in/sign-out procedures
- Keep a note of who you see and where you go outside of work

Physical distancing:

- Keep team sizes as small as possible
- Identify YOUR work bubble and limit any interactions between other departments, suppliers or other work bubbles who may be on the same location as you.
- Consider split shifts and/or creating separated work-zones for each bubble
- Work from home if at all possible

Catering & Unit:

- No self-serve catering or unit at Level 2.
- Pre-packaged food only. Or contactless buffet (catering staff serving up).
- Unit should be "café-style". Or individual snack packages can be prepared and handed out.

BE KIND! LOOK AFTER EACH OTHER!



Controlled, Uncontrolled or Close Proximity Environment under Level 2:

- In a **Controlled Environment** (*available hand sanitiser/PP, and cleaning and crew health screening and contact tracing procedures in place*) the minimum separation is 1 metre between people so far as reasonably practicable.
- In an **Uncontrolled Environment** (*public spaces and shops, etc.*) the minimum separation is 2 metre between people so far as reasonably practicable.
- **A Close Proximity Environment** involves close personal contact that results in workers not being able to maintain 1 metre physical distancing, i.e. Make-up Artist and Cast. Close Proximity Bubbles must follow specific ScreenSafe guidelines. Please make sure you engage into a discussion with production and other relevant departments about this and that all recommendations are adhered to.

Location and Studio Work:

- There are no restrictions on the amount of people on a work site, but physical space and ventilation vs. number of people on site must be considered, particularly for interior locations. (Exposure to the virus over time is a key factor for virus transmission.)
- Filming in public places, like public parks, will be possible, but there may be restrictions to what councils will allow. Please talk to your local council well ahead of time.
- Every production **MUST** register with ScreenSafe and have site specific Level 2 Covid-19 plans in place. (*Note: councils will not issue filming permits without this*).

Crew and Cast Travel:

- Ride-sharing is not recommended, but is possible if physical distancing is maintained. A face mask or covering is also recommended.

Travel to/from Hot-Spots:

- You are only allowed to travel to or from a hot-spot if you are returning to your place of residence OR if you're an essential worker.
- Physical distancing and mask wearing is recommended for public transport and flights.

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Department Specific Guidance as of 19th August 2020

ASSISTANT DIRECTORS - Level 2

Introduction to Department undertakings:

- Pre-Production tasks – remote
- Pre-Production tasks – on site / in AD office / van
- Production and distribution of callsheets and shooting schedules
- Crew and cast interactions / communications
- Management/coordination of shooting day
- Management/coordination of cast/extras/stunt performers
- Distribution of scripts, schedules, daily production paperwork
- Liaison with other departments prior to and during production

Required Physical Distancing Requirements:

- The general rule of 2 metres apply at all times.
- If in a Controlled Environment, up to 1 metre physical distancing is allowed
- No close contact less than 1m permitted unless essential AND you have been approved to be part of a Close Proximity Bubble.
- Creation of Close Proximity Bubbles must be done in consultation with Production, Cast, Health & Safety and other applicable departments.
- There are no provisions available for any worker to engage with members of the general public within 2 metres.

Contact Tracing:

- A Government Tracer App QR-code poster (or similar digital tracing system) must be displayed at all work sites.
- All crew must sign-in when arriving and out when departing the office and/or worksite
- Ideally this process needs to be contactless so you should consider using electronic systems if practicable.
- All entry and exit points should be controlled and monitored.
- All workers should keep a log of non-worksites locations (i.e. stores, etc.) and interactions (meeting suppliers, location owners, etc.) they have during working hours.
- All workers are recommended to keep note of their interactions outside of work hours (whilst on a job)
- All crew or approved site visitors must sign a Covid-19 Declaration before starting work or visiting a work site.

Department Bubbles

- Off Set AD bubble (remote preparation).
- Off Set AD bubble (production office preparation)
- On Set AD Department bubble (Unit/Tech base only)
- On Set AD Department bubble (Unit/Tech base AND on Set)
- On Set Department HODs/Department Liaison bubble

Department Specific Guidance

Assistant Directors should be aware of and trained to work under the specific alert level in operation prior to commencing work, including the correct use of PPE.

- Assistant Directors to work remotely as far as practicable.
- Production / inter-departmental meetings to be remote as far as practicable.
- Physical production meetings to be carried out with physical distancing of 1 meter. If possible, particularly if in a confined space, a 10 person limit is recommended. Face masks (or coverings) is recommended and should be available.
- Physical distancing of two metres wherever possible between work stations in Production Office if work cannot be done remotely.
- Assistant Directors to be split into smaller work groups/bubbles where possible (i.e. prep vs. shoot crew or on-set vs. off-set crew).
- Liaise with Production and Health & Safety in regards to contact tracing, PPE and hand/workspace/equipment sanitiser requirements for your department.
- On set and off set bubbles to be maintained wherever practicable.

Personal Hygiene Requirements and Measures

- Any worker who feels unwell must not come to work, if unwell at work they must go home.
- If a worker displays any of the symptoms of COVID 19, please call Healthline immediately (0800 358 5453) or your doctor. Production and the Health & Safety Departments must also be notified. And all close contact workers to be identified.
- If a person or persons are confirmed or probable cases of COVID 19, site closure(s) should be considered. This decision should be made on the advice of a public health officials based on information on the extent of the exposure.
- Masks or face coverings is now a Government recommendation. All cast and crew should wear a mask or face covering whenever practicable.
- Workers arriving at the Production Office must wash/sanitise their hands upon arrival and prior to touching any surfaces.
- A strict personal hygiene & hand washing/sanitising regime must be observed in line with the ScreenSafe and Ministry of Health guidelines.
- Personal work stations to be cleaned/sanitised each day.
- In accordance with Ministry of Health guidelines, PPE (gloves and masks) should be available.

- If you choose to wear PPE, the type is up to you and should be based on the level of risk for your business or service, the working proximity, the physical work area, and the length of time people are together.
- Work should only be completed within one metre if it can't otherwise be achieved. The time spent in Close Proximity needs to be kept to a minimum. At all other times, a one meter distance should be maintained.

Work Space Hygiene

On and off set

- Hand sanitising stations should be readily available at production office/location/AD van.
- PPE (gloves, masks) to be available.
- Laptop/screen/equipment cleaning products should be readily available at production office/location/AD van.
- Consider workspace layout, avoid face to face desks, and space desks 2 meters apart where possible. Engineered barriers are necessary where this separation is not practicable.
- AD equipment to be used only by one person as much as possible (i.e. laptops, printers, scanners, stationery, etc.).
- Common work surfaces in production office or AD van to be cleaned regularly (i.e. door handles, shared photocopiers, taps, light switches, etc.).
- Regular cleaning of computer terminals and phones.
- Regular aeration of office space/truck, open windows when possible. Avoid recycling air.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Sanitise surfaces & mop floors at the end of each day where required.
- Sanitising stations on location available outside of communal facilities (i.e. portaloos).
- Stairs should be used in preference to lifts.
- No visitors to site. Only workers involved in the project to enter any locations or work sites.

Kitchen & Catering

- Stagger lunch where possible and apply physical distancing measures.
- No open snacks, fruit or shared food. Consider lunch box style lunches to be prepared. Where appropriate, consider a subsidy for workers who are required to bring own lunch.
- All communal cutlery & crockery must be sterilised in dishwasher.
- Communal kitchen items to be sanitised before & after use.
- Compostable cutlery & crockery to be used if sterilisation is not possible.

Toilets, Showers & Drying Rooms

- Physical distancing rules apply to the use of shared facilities, including toilets, shower and drying rooms.
- Sanitising stations on location available outside of communal facilities (i.e. portaloos).
- If numbers require then add additional toilet facilities, i.e. portaloos

- Hygiene posters and signage should be clearly visible in shared spaces like kitchens, toilets, entrances and exits, etc.

Interaction with Other Departments, Suppliers, Cast & Extras

Meetings

- AD or inter-departmental meetings to be remote or on digital platforms as far as practicable. Or hold meetings in open areas wherever possible.
- PPE should be available for essential inter-departmental meetings.
- Physical distancing to be maintained on essential inter-departmental meetings and work (i.e. fittings, tests, pre-production meetings, etc.). Face masks (or coverings) is recommended and should be available.
- Main Unit, 2nd Unit and Splinter Unit to be treated as completely different units with limited physical interactions.
- Reduce physical interaction with other departments as far as reasonably practicable.
- Interactions with other crew, cast and public must be as per physical distancing protocols.

Travel

- Ride-sharing is not recommended, but is possible if physical distancing is maintained. A face mask or covering is also recommended.
- Crew who travel together should always be part of the same work bubble.
- No recycling air, clean air fan inlet only, open windows where possible.
- A passenger log must be kept for shared vehicles.
- Shared vehicles should not be used outside work

Set Protocol

- Sets should be treated as closed sets, with essential crew on set only.
- AD's, Location and H&S Departments to monitor numbers on set as well as entry/exit points.
- Create a zone around the camera with only one person within the zone at a time. I.e. DOP/Operator should step away from camera when adjustments needed by 1st/2nd AC or Grip/Sound (though preferably just a 1st AC would be making adjustments)
- Slating must only be done where physical distancing is achievable.
- For enclosed shooting sets, please ensure regular aeration, open windows when possible. It is recommend that crew are allowed time during the day to get fresh air.

Equipment

- Radios and earpieces should be hired with sufficient time for AD team to sanitising and labelling.
- Hands to be washed/sanitised prior to and after handling radios, batteries, earpieces.
- Distribution of communal equipment (i.e. radios) and/or paperwork to be done via a separate distribution desk on location, with sanitising equipment available prior to pick up.
- Drop off or replacement of radios/batteries/accessories to be in a separate designated area isolated from clean radios. This equipment MUST be sanitised before reuse and distribution.
- No reuse of headsets/mics. New crew member, new headset/mic.

- Radios used whilst shooting (used in vehicles) should be returned to the AD van and sanitised prior to reuse.
- AD onset box. Only designated AD(s) to handle this box and its contents.

Call Sheets and Sides

- As far as practicable, a paperless production should be the goal. I.e. no handing out of physical paperwork unless essential.
- Digital call sheets and paperwork should be used whenever practicable. If not, named paper sides, call sheets, etc. to be distributed by a designated AD or Production person, i.e. no piles of sides/call sheets to search through.
- A waste/shredding bin for used sides/call sheets at the end of the day should be available.

Cast

- Covid-19 information to be distributed to cast prior to their arrival on set.
- All cast must fill in a Covid-19 Declaration prior to work
- Face masks and PPE shall be made available to all cast.
- Cast should wear a face mask or face covering whenever practicable.
- All cast to wash/sanitise hands on arrival at location/studio
- A Covid-19 induction and health check on arrival by safety officer
- Whenever possible, a specific cast area must be set up with physical distancing observed.
- Whenever possible, one AD should be assigned to key cast and another AD assigned to extras/additional cast.
- Personal bags or items should be left in the cast/costume/make up area.
- Each cast member may want a water proof wet bags for their personal items to travel to set. Only 3rd AD or cast to carry this, and only cast member is to put things in & take things out.
- No phones on set, no one else to handle cast personal belongings.
- Disposable Cast water bottles are recommended. Cast to handle their own food – no double handling.
- ADs to sign in/out cast at the start and end of the working day. Contactless is preferred so you should consider using electronic systems if practicable.

Close Proximity Bubbles

Close proximity tasks (0-1metre) introduces a higher risk and PCBU's must eliminate or minimize this increased risk by applying the appropriate control measures.

- Close contact scenes with less than a metre physical distance (a Close Proximity Environment) must only be done after thorough discussion and mutual agreements with producer, Cast/Agent and other affected departments (H&S, Make Up, etc.).
- *Specific guidance around intimacy scenes (kissing, etc.) is yet to come. If required, please contact ScreenSafe or WorkSafe for advice.*
- For some productions longer-term Close Proximity Bubbles might be created to avoid contact with other bubbles (i.e. key Cast, their Make Up Artist, Costume Standby and/or PA/Driver).
- Communication must be clear about who is in the Close Proximity Bubble.
- The Close Proximity Bubble size must be kept to minimum, ideally less than 3. No more than 10 people.

- Time spent in Close Proximity should be limited to the absolute minimum necessary time.
- While in a Close Proximity Bubble, contact with other bubbles should be kept to an absolute minimum. The crew member should also consider the extent and impact this may have on their family and social life.
- Cast's individual comfort levels must be taken into account and there must be no coercion. Consent must be gained for each and every scene of an intimate/close nature. Cast must never be required to perform intimate or close action they are not comfortable with.
- The emphasis is on transparency and communication. Performers will get scripts and information regarding the intimate/close scenes well in advance of rehearsals and shooting. They need to know the level of intimacy/physical action required in detail and the length of time expected to be in close/intimate proximity.
- Cast will be given adequate time to consult privately with their agent prior to agreeing to the scene. Nothing should be last minute.
- Close Environment scene details shall be re-confirmed prior to blocking/filming and Cast and crew comfort levels re-assessed.
- Crew working in a Close Proximity Bubble should wear appropriate PPE if requested or recommended.
- Masks or face coverings is now a Government recommendation. All cast and crew should wear a mask or face covering whenever practicable.
- If you choose to wear PPE, the type is up to you and should be based on the level of risk for your business or service, the working proximity, the physical work area, and the length of time people are together.
- Work should only be completed within one metre if it can't otherwise be achieved. The time spent in Close Proximity needs to be kept to a minimum. At all other times, a one meter distance should be maintained.
- *Please familiarise yourself with the Close Proximity and Scene Specific Guidance sections of the ScreenSafe Covid-19 Protocols.*

Extras

- Covid-19 information to be distributed to extras prior to their arrival on set.
- All extras must fill in a Covid-19 Declaration prior to work.
- All extras to wash/sanitise hands on arrival at location/studio
- A Covid-19 induction and health check on arrival by safety officer
- A designated extras area set up with appropriate physical distancing observed. Individuals to remain in the same seat for the duration of the day when not on set, i.e. no seat swapping and mingling.
- All personal belongings to be left in designated area. No personal items to be taken to set.
- No communal catering/refreshment area for extras. All food/refreshments via unit team (see Unit Department guidelines).
- When practicable or required, divide ADs to look after an assigned number of extras throughout the day (through wardrobe, makeup, direction on set, etc.)
- Crowd scenes can only be filmed if physical distancing is achievable.
- ADs to sign in/out extras at the start and end of the working day. Contactless is preferred so you should consider using electronic systems if practicable.

Scheduling

- Ensure that the shoot schedule reflects additional time required to facilitate required physical distancing guidelines. Particularly in regards to Close Proximity Bubble requirements.
- Ensure the shoot schedule reflects fatigue levels and the wellness of crew.
- Consider staggered calls and rolling lunches to maintain appropriate physical distancing.
- Appropriate time must be allocated for a thorough H&S/Covid-19 site induction at the start of the day and at each location.
- Crew may need additional time for gear cleaning/sanitising between locations moves and at the end of the day, so you may need to allow time for this.