



# ART DEPARTMENT COVID-19 GUIDELINES

## LEVEL 2

Wednesday 19<sup>th</sup> 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.

**BE KIND! LOOK AFTER EACH OTHER!**

# Department Specific Guidance as of 19<sup>th</sup> August 2020

## ART DEPARTMENT - Level 2

### **Please Note:**

*The Art Department represents a wide range of on and off-set skills. Specific notes for sub-departments can be found at the end of this document.*

### **Introduction to Department undertakings:**

- Pre-Production tasks – remote
- Pre-Production tasks – on site / in office
- Construction/Paint and Greens work
- Specialised props creation
- Props sourcing, including pick-ups & drop-off
- Management and coordination of project
- Management and coordination of crew, work sites and equipment
- Liaison with Director and other departments in regards to creative and logistical requirements
- On-Set operation and troubleshooting as required

### **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
- Creation of Close Proximity Bubbles (less than 1 metre) must be done in consultation with Production, Health & Safety and other applicable departments.
- *While every production is different, a Close Proximity Bubble will generally be unlikely for the Art Department. Such bubbles can only be created after thorough discussion and approval by production and other affected departments/crew. Agreed safety precautions and PPE requirements must be adhered to at all times.*
- 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 and cast must sign-in when arriving and out when departing the office, workshop, location or studio.
- 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-worksite locations (i.e. stores, etc.) and interactions (meeting suppliers, 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, cast or approved site visitors must sign a Covid-19 Declaration before starting work or visiting a work site. Props buyers, etc. should keep a copy on hand if suppliers/vendors request so.

### **Department Bubbles**

*\* for smaller productions, many of the below bubbles are combined (i.e. props and set dressing being the same, etc.)*

- On Set Department HODs/Department Liaison bubble

### **Art Department**

- Off Set Art Department bubble (remote preparation)
- Off Set Art Department bubble (office)
- On Set Art Department bubble (Unit/Tech base only)
- On Set Art Department bubble (Unit/Tech base AND On Set)

### **Props**

- Off Set Props Department bubble (remote preparation)
- Off Set Props Department bubble (office/workshop)
- On Set Props Department bubble (Unit/Tech base only)
- On Set Props Department bubble (Unit/Tech base AND On Set)

### **Set Dressing**

- Off Set Set Dressing Department bubble (remote preparation).
- Off Set Set Dressing Department bubble (office/workshop)
- On Set Set Dressing Department bubble (Unit/Tech base only)
- On Set Set Dressing Department bubble (Unit/Tech base AND On Set)

### **Construction**

- Off Set Construction Department bubble (remote preparation).
- Off Set Construction Department bubble (office/workshop)
- On Set Construction Department bubble (Unit/Tech base only)
- On Set Construction Department bubble (Unit/Tech base AND On Set)

### **Paint**

- Off Set Paint Department bubble (remote preparation).
- Off Set Paint Department bubble (office/workshop)
- On Set Paint Department bubble (Unit/Tech base only)
- On Set Paint Department bubble (Unit/Tech base AND On Set)

### **Greens**

- Off Set Greens Department bubble (remote preparation).
- Off Set Greens Department bubble (office/workshop)
- On Set Greens Department bubble (Unit/Tech base only)
- On Set Greens Department bubble (Unit/Tech base AND On Set)

### **Animals**

- Off Set Animal Department bubble (remote preparation).
- Off Set Animal Department bubble (office/workshop)
- On Set Animal Department bubble (Unit/Tech base only)
- On Set Animal Department bubble (Unit/Tech base AND On Set)

## Department Specific Guidance

**Art Department crew 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.**

- Art Department crew to work remotely when practicable.
- Art Department / 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.
- Art Department crew to be split into smaller work groups/bubbles where possible (i.e. separation between props buyers and set dressers, or off-set vs. on-set crew, etc.).
- Liaise with Production and Health & Safety in regards to contact tracing, PPE and hand/workspace/equipment sanitiser requirements for your department
- *For larger productions, specific Art Department Role(s) may need to be created to document, administer and track all of the contact tracing, PPE and hand/workspace/equipment sanitiser requirements for the various sub-departments of Art Department.*
- *Art Department crew charged with collecting and sorting Crew Declarations and other personal data should be adequately briefed on the Privacy Act and the need for confidentiality and secure storage of such info.*
- Consider specific production requirements in regards to crewing in order to ensure physical distancing and sanitation.
- The biggest impact to the art department in achieving these safe work practices is the increased time needed to complete tasks safely and hygienically.
- On set and off set bubbles to be maintained wherever practicable.

## Personal Hygiene Requirements and Measures

- Any worker who feels even the slightest 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, workshop or work site 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 guidelines.
- Personal work stations to be cleaned/sanitised each day.
- 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/workshop/location/studio.
- PPE (gloves, masks, face shields) to be available.
- Equipment cleaning products should be readily available at production office/workshop/location/studio.
- Make sure Art Department crew are trained in appropriate equipment cleaning/sanitising, particularly for electrical equipment.
- 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.
- Personal kit/equipment/laptops to be used only by one person.
- Common work surfaces in offices to be cleaned regularly (i.e. door handles, shared photocopiers, taps, light switches, etc.).
- Construction equipment, etc. to be sanitised at the end of each day.
- For larger productions, consider a designated cleaning coordinator who is dedicated to maintaining high hygiene practices with equipment. And for props leaving and arriving back.
- Consider investing in or hiring a sanitising fogging machine to sanitise workshops, work areas and bulk props to avoid additional time/crew resourcing to individually clean/spray equipment/props.
- Regular aeration of offices and workshop, open windows when possible. Avoid recycling air.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Ensure only approved art department crew are allowed access to workshop and props storage areas.
- Close proximity tasks gatherings are limited to 10 people.
- To avoid congestion consider staggered calls to manage the flow of crew arriving.
- Sanitise surfaces & mop floors at the end of each day where required.
- A cleaning record should be kept.
- 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.
- Designate a specific delivery spot for each site. Unless impracticable, all deliveries should be to the gate/main door of the site only.
- Delivery drivers should remain in their vehicles if the load will allow it or must wear gloves or wash/sanitise their hands before unloading goods and materials.

### **Studios and Larger Work Sites**

- If in a studio or other large working facility, discuss the need for bubble/work-zone separation within the worksite (i.e. Construction having their own bubble with designated parking/toilets/kitchen, etc.) as well as the possibility of separate entry/exit points for departments.
- Make sure each allocated work-zone has enough room to adhere to physical distancing guidelines.
- Ensure adequate airflow/ventilation for studio/indoor spaces.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Atmos & ventilation systems to be checked & verified/certified 'safe' before shoots. Also only used when necessary.
- Sound stages should be ventilated regularly by opening large stage doors. HVAC systems can be used, be mindful of the where the HVAC system is blowing air as this can facilitate the spread droplets.
- Studio doors to be kept open as much as possible to prevent close proximity traffic through small doors.
- No visitors to site. Only workers involved in the project to enter any locations or work sites. Appropriate security measures to be put into place.
- Studio facilities be assessed for health and safety concerns before it is re-occupied; any hazards will be addressed.
- Landlords/Owners/Councils are required to ensure any potential risks are communicated to the PCBU leasing the location and controls identified to mitigate the risk.
- Councils may audit the health and safety protocols of a production when they have undertakings on council owned or operated locations.

### **Kitchen & Catering in Pre-Production**

- 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.
- No food around equipment or work areas
- 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.

### **Drinks & Craft Services While on Set**

- No food on set
- Drinks on set only with permission by the location manager

- No-double handling of food and drinks, i.e. grabbing a coffee for your HOD or work colleague. All crew to get their own in the designated unit pickup areas.

## **Interaction with Other Departments, Suppliers, Cast & Extras**

### **Suppliers**

- Props houses and specialist suppliers, etc. should have their own policy and plan for dealing with the Covid-19 pandemic including contact tracing and the cleaning/sanitising of all props.
- Props houses should have the props in a prep bay cleaned and ready for pickup or testing, as well as adequate procedures for handling equipment handovers.
- Private suppliers or “everyday” shops/hardware stores, etc. may not have suitable Covid-19 measures in place. Make sure you maintain social distancing and necessary hygiene/sanitation. Cleaning/sanitation of purchase or hires may be required.
- Contactless pickup from suppliers is preferred.

### **Meetings**

- Art Department 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. tests, pre-production meetings, etc.). Face masks (or coverings) is recommended and should be available.
- 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.
- No recycling air, clean air fan inlet only, open windows where possible.
- Sharing of vehicles is NOT recommended. If unavoidable, please follow strict cleaning protocols between use.
- Crew who travel together should always be part of the same work bubble.
- 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.
- A 1 meter distance to cast and other crew (DOP, 1<sup>st</sup> AD, lighting crew, etc.) must be adhered to.
- To avoid on-set congestions, liaise with 1<sup>st</sup> AD for appropriate times to make adjustments.
- Set Dressing should ideally be done prior to the shoot day or prior to other crew entering set. Necessary adjustments to be done after blocking and per 1<sup>st</sup> AD’s instructions.
- Allow other departments time and space to complete their work.
- 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 & Kit**

- Personal kits should be cleaned at the end of each day.
- All shared kit must be cleaned/sanitised between locations and at the end of each day.
- Hands to be washed/sanitised regularly
- Consider a tag system for identifying cleaned equipment to save time.
- Everything should live cleaned in boxes or cases. Assume cases/handles are always exposed and require hand washing after handling.
- Crewing and physical distancing considerations should be given to lifting and moving of items like furniture, fake walls, etc.

## **Cast & Extras**

- Interaction with Cast and Extras should be kept to a minimum.
- Handing of physical props, etc. to Cast or Extras should be contactless whenever practicable. Strict hygiene protocols should be followed with cleaning prior to being handed over and upon return from Cast or Extra.

## **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. Ref: WorkSafe guidelines in regards to PPE per 18th May 2020:
  - When working closer than one meter people aren't required to wear PPE, like masks. However, many workers and customers may want workers to wear masks.
  - 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.*

### **Scheduling**

- Please consult with AD's to ensure that the shoot schedule reflects the appropriate time required to facilitate required physical distancing and sanitising guidelines.
- Discuss your pre-dress requirements with 1<sup>st</sup> AD/Locations/Production in advance to avoid congestion on the shoot day.
- Ensure the shoot schedule reflects fatigue levels and the wellness of crew.
- Consider staggered calls and rolling lunches to maintain appropriate physical distancing.

### **GREENS, CONSTRUCTION & PAINT**

- If in a studio or large work site situation, please discuss Covid H&S guidelines and requirement with the facilities manager, including, but not limited to:
  - the need for bubble/work-zone separation within the worksite (ie. Construction having their own bubble with designated parking/toilets/kitchen, etc.)
  - the possibility of separate entry/exit points for individual departments.
  - each work-zone to have no more than 100 people within it (and that they are able to adhere to physical distancing measures within their allocated area).
  - ensure adequate airflow/ventilation for studio/indoor spaces and that HVAC or ventilation systems are adequate and certified for the work.
  - Air conditioning should be run on fresh air setting, not on recirculate.
  - Establishment of a specific delivery point and protocols for delivery drivers.
- For all work sites, please ensure regular aeration, open windows when possible. It is recommend that crew are allowed time during the day to get fresh air.
- Please consider manpower and physical distancing requirements for work involving heavy lifting and/or close contact situations. Close Proximity Bubbles (less than 1m) should only be established in consultation and approval with your department, production and H&S officer.
- Consider staggered shifts and break/lunch times to avoid congestion at workshop(s).
- Alcohol based sanitisers are flammable. Please ensure your hands are completely dry of all sanitiser before coming into contact with any heat or ignition source.

## **ANIMALS**

- Currently there is no evidence that animals play a significant role in spreading the virus that causes COVID-19. However, some precautions should be taken:
  - Discuss the animal type in question with a veterinarian and check recent World Health Organisation and Ministry of Health guidelines in regards to animals and Covid-19.
  - A veterinary examination may be required/requested.
  - Make sure the cast is comfortable interacting with the animal
  - Take necessary hygiene precautions, including shampooing of animal and/or use of non-toxic, animal-friendly sanitising spray
- Scripted action with cast should be discussed with and approved by Cast/Agent, Production, 1<sup>st</sup> AD and other affected departments.
- If possible or if requested, please simplify action to avoid contact with animal
- Animal Wranglers may be required to become part of a Close Proximity Bubble, but only after discussion with and approval by Cast/Agent, Production, 1<sup>st</sup> AD and other affected departments.
- Animal wranglers should maintain strict hygiene measures, including hand washing/sanitising and the use of fresh clothes each day.
- Equipment should be cleaned/sanitised at the end of each day and in between use with different wranglers or animals.
- A secure and clean/sanitised holding area for animals must be organised. No other departments to enter this area or engage with animals.

## **PROPS BUYING / SET DRESSING**

- Pickup, handling and sanitising of props and set dressing must be done with extreme care and consideration to cross-contamination.
- All props and set dressing to be sanitised after pickup and before return to vendor/lender.
- Some vendors or private lenders may be uncomfortable with lending out props or set dressing. Do not force the issue! And be prepared to present production/ScreenSafe hygiene protocols and your personal Covid-19 crew declaration form for peace of mind.
- Sharing of vehicles is NOT recommended. If unavoidable, please follow strict cleaning protocols between use.
- A passenger log must be kept for shared vehicles.
- Shared vehicles should not be used outside work
- Time pressure for last minute props sourcing may become an issue. Do not offer up a prop or piece of set dressing that you are not 100% comfortable with in regards to hygiene and the risk of cross-contamination.
- A pre-dress should be discussed with locations/1<sup>st</sup> AD to avoid congestion on set, either the day before or on the day prior to main shooting crew turning up.
- A designated props/set dressing storage area and/or cleaning area may be required for many productions. No other departments to enter such area.
- For larger productions, consider a designated cleaning coordinator who is dedicated to maintaining high hygiene practices for workspaces/props/set dressing. And for items leaving and arriving back.

- Consider investing in or hiring a sanitising fogging machine to sanitise storage areas and/or bulk props to avoid additional time/crew resourcing to individually clean/spray items.