



ART DEPARTMENT COVID-19 GUIDELINES

LEVEL 3

Wednesday, 19 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 vigilant 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 strongly encouraged to wear a mask (or face covering) at Level 3.**
- Do NOT touch other department's equipment.
- Gear and props must be sanitised before and after hire. And ideally at the end of each shoot day.
- Vigilant work site, office and location cleaning is key. There are no guidelines or certification for this, but you **MUST** ensure that cleaning is done to a high professional standard.

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:

- At Level 3, only crew who are critical to production should attend a shoot or work gathering. Work from home if at all possible.
- Identify YOUR work bubble. Limit any interactions between other departments, suppliers or other work bubbles.
- Consider split shifts and/or creating separated work-zones for each bubble

BE KIND! LOOK AFTER EACH OTHER!



Controlled, Uncontrolled or Close Proximity Environment under Level 3:

- In a **Controlled Environment** (*available hand sanitiser/PPE, and cleaning protocols, 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 (less than 1 meter)** is NOT possible in Level 3.

Talent & Close Proximity Bubbles:

- Please consider the number and type of talent before committing to production.
- 1m physical distancing is required for all scripted action.
- **There is no allowance for close proximity bubbles, so talent must be able to dress themselves, do their own make up and put on radio mics (under the guidance of film professionals if required).**
- **There is no allowance for extras at Level 3.**

Catering & Unit:

- No self-serve catering or unit at Level 3.
- 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.

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.)
- At Level 3, exterior or studio work is preferred as it's a more controllable environment.
- Interior shooting, particularly in private residences, will be difficult, if not impossible at Level 3.
- Filming in public places, like public parks, will be possible, but there will probably 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 3 Covid-19 plans in place. (*Note: councils will not issue filming permits without this*).

Crew and Cast Travel:

- Avoid ride sharing whenever possible.

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 required for public transport and flights.

BE KIND! LOOK AFTER EACH OTHER!

Department Specific Guidance as of 19th August 2020

ART DEPARTMENT - Level 3

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
- No close contact work (less than 1m) is permitted at Level 3.
- 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-worksites 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 at least 1 meter. If possible, particularly if in a confined space, a 10 person limit is recommended. All crew should wear a mask or face covering whenever practicable.
- 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.
- In accordance with Ministry of Health guidelines, PPE (gloves and masks) should be available.

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. PPE is recommended.
- 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, 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 physical 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. All crew should wear a mask or face covering whenever practicable.
- 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

- No communal travel. Where this is not possible, a mask or face covering should be worn and physical distancing must be adhered to and vehicles should be cleaned prior to and after used.
- 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, 1st AD, lighting crew, etc.) must be adhered to.
- To avoid on-set congestions, liaise with 1st 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 1st 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

- Interaction with Cast should be kept to a minimum. A minimum 1m physical distancing must be adhered to.
- Handing of physical props, etc. to Cast must be contactless.
- Strict hygiene protocols should be followed with cleaning prior to being handed over and upon return from Cast.

Close Proximity Bubbles

- There is no allowance for Close Proximity work or scripted action (less than 1m) at Level 3.

Extras

- There is no allowance for extras work or crowd scenes at Level 3.

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 1st 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-19 H&S guidelines and requirements with the facilities manager, including, but not limited to:
 - the need for bubble/workz-one separation within the worksite (i.e. Construction having their own bubble with designated parking/toilets/kitchen, etc.)
 - the possibility of separate entry/exit points for individual departments.
 - each work-zone must be 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. Close Proximity work (less than 1m) is not allowed for at Level 3.
- 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, 1st AD and other affected departments.
- If possible or if requested, please simplify action to avoid contact with animal.
- 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/1st 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.